

- definition includes, without limitation, marijuana, as well as illegal drugs and the misuse of prescription or over-the-counter drugs.
- C. “SEED Representative” is defined as a person in a management position or one who otherwise supervises School employees.
 - D. “Reasonable suspicion” is defined as a good-faith basis to suspect that you are in possession of or under the influence of illegal drugs or, except when in your living quarters, not on duty, and not responsible for managing and supervising students, of alcohol.

Policy Statement

The use, distribution, dispensation, manufacture, sale, purchase, transfer, possession or consumption of alcohol, drugs, or drug paraphernalia on SEED DC premises, at SEED DC events, or otherwise while on SEED business is strictly prohibited. SEED DC premises include all land, property, buildings, structures, installations, dormitories, sports facilities, parking lots, means of transportation owned by or leased to SEED DC or otherwise being utilized for SEED DC business and private vehicles parked on SEED DC premises.

Employees are further prohibited from reporting to work or working under the influence of alcohol or drugs (including, without limitation, marijuana), except if the controlled substances are taken pursuant to the instructions of a licensed health care provider and do not interfere with an employee’s ability to safely perform the essential functions of the employee’s job. “Under the influence” of a controlled substance, illegally-used drug or alcohol under this policy shall mean affected in any detectable manner, a blood alcohol content of .02% or higher (the equivalent of one alcoholic beverage), or a positive drug test.

It is the responsibility of each employee taking medications to consult with appropriate medical providers to ascertain whether the medication(s) may interfere with the safe performance of their job. If the use of the medication may affect judgment, performance, or behavior of the employee while representing or conducting business for the School, it is the employee's responsibility to promptly inform their supervisor, and to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty). Any violations of this Policy are cause for discipline up to and including termination of employment. In addition, any such substances found during the course of enforcing this policy may be turned over to the appropriate law enforcement authorities and may result in prosecution.

Assistance

It is your responsibility to seek assistance before drug or alcohol use leads to problems in your work. It is the School’s policy to offer referrals to appropriate health service organizations and rehabilitation programs that emphasize education, prevention, counseling, and treatment to you if you disclose to the School that you are suffering from drug or alcohol abuse. The School strongly encourages employees who believe they may have a problem involving alcohol or drugs to seek assistance before an incident occurs, or a pattern of behavior develops that may affect their job performance or may otherwise adversely affect School. The School will not take disciplinary action against employees who seek assistance before a job-related problem or incident occurs. There can be no assurance of a second chance—that is, an employee who has