



Alcohol- and Drug-Free Workplace

Policy AD 02.01

Board of Trustees Approval Date: 05/24/89

Revision Date(s): 05/24/89; 08/92; 04/28/93; 12/03/03; 08/23/06; 05/25/16

Revision Responsibility: President

Comments:

Mitchell Community College values its employees and recognizes their need for a safe and healthy work environment. This policy applies to anyone who is representing or conducting business for the College or engaged in activities as a Mitchell student or College program participant.

All Mitchell Community College students, employees and visitors must follow a standard of conduct that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited on any campus premises, or as part of any off-campus, official College-related activity.

This policy applies during all working hours, while on call, while on College property, while attending College-sponsored events, and/or while driving any vehicle owned by the College.

As a condition of employment, the College requires all employees to abide by this policy. Each year employees are required to sign the "Alcohol and Drug Free Workplace Acknowledgement" form.

While on campus this policy can be viewed by accessing Human Resources on SharePoint.