

DRAKE UNIVERSITY
Drug Free Work Policy

Drake is committed to providing a drug-free workplace. The cooperation of all employees and a similar commitment from them is expected and is a part of everyone's job duties. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. Consistent with this commitment, Drake complies with all federal and state laws, regulations and orders, which pertain to providing a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on university premises, or while conducting university business off-campus, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

The University recognizes drug dependency as an illness and a major health problem. The University also recognizes drug abuse as a potential health, safety and security problem. Individuals needing help in dealing with such problems are encouraged to use the Employee Assistance Program located at 505 Fifth Avenue, Suite 600, in Des Moines 515- 244-6090 or 1-800-327-4692 and university health insurance plans, as appropriate. All Drake employees must, as a condition of employment, adhere to the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made within five (5) days after the conviction. Any inquiries regarding coverage under these provisions should be directed to the Director, Human Resources, Drake University, 1331-27th Street, Des Moines, IA 50311 (515-271-3962).

For some positions at Drake, post-offer, pre-employment drug testing may be required as a condition of employment. In the event such pre-employment testing is required, applicants will be provided with notice of the requirement and a copy of the applicable drug testing policy.