

**Policy Number: 1050**

**Policy Name: Drug and Alcohol Policy – Employees**

**Responsibility for Maintenance: Director of Human Resources**

**Effective Date: November 20, 2015**

**Last Updated: August 15, 2023**

**I. Policy Statement**

No employee will report to work under the influence of alcohol or illegal drugs. Also, the possession, use, distribution, or sale of any alcoholic beverages (except when authorized by the RBC President for special events) or illicit drugs on Richard Bland College-owned or controlled property or at College activities is prohibited. Unless authorized by state law, the purchase, possession, or consumption of alcohol by anyone under the age of 21 is prohibited regardless of the event.

**II. Reason for Policy**

Richard Bland College endeavors to maintain a workplace free from the adverse effects of alcohol and illegal substances.

**III. Applicability of the Policy**

This policy applies to all employees and visitors to the College campus.

**IV. Related Laws and Policies**

[Virginia Code § 4.1-305.](#)

[DHRM Policy 1.05 Alcohol and Other Drugs](#)

[The Student Handbook, Appendix 1, Drug and Alcohol Policy](#)

**V. Contacts**

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Human Resources	Director of Human Resources	(804) 862-6100, ext. 6409	rbchr@rbc.edu

**VI. Definitions**

**Illegal Drugs:** any drug regarding which possession is prohibited by law, including but not necessarily limited to: marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens including Spice, K2, and synthetic marijuana, except when taken under a physician's prescription in accordance with law.

DHRM: Virginia Department of Human Resource Management.

**VII. Procedures**

Employees must notify their supervisors in writing within five days if they are convicted of violating any criminal drug law, either within or outside the workplace, or convicted of violating

any alcohol beverage control or driving-while-intoxicated laws, based on conduct occurring in the workplace. Because of the nature of the work, the College may require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing. Violation of policies related to these matters may result in serious disciplinary action, including termination. The Richard Bland College Department of Campus Safety and Police will enforce drug- and alcohol-related laws.