

# DuVall's School of Cosmetology

## Drug and Alcohol Policy and Procedure

DuVall's School of Cosmetology (DSC) is committed to providing its students and employees a school and work environment which ensures safety and encourages personal health and productivity. The school recognizes that substance abuse is a threat to the safety, health and job performance of its employees and students. The goal of this policy is to balance respect for individual with a need to maintain a safe, productive, alcohol and drug free environment; and to detect and remove abusers of alcohol and controlled substances from the work place and school environment.

### Standards of Conduct

The Drug and Alcohol Abuse Prevention Program policy applies to all students and all employees. The unlawful possession, use, or distribution of illicit drugs and alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions.

The prohibitions for use, possession, and distribution of illegal drugs or alcohol apply to all persons on school property or as part of any school activity.

### Prohibited Activities

It is the policy of DuVall's School of Cosmetology that the following activities are strictly prohibited during working/school hours by all employees and students and that the use of drugs is prohibited at any time.

It is against company policy:

1. For an employee or student to attend with the presence of a Controlled Substance or Alcohol in the body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to him or her.
2. For an employee or student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications or controlled substances, on DuVall's School of Cosmetology time, business, property or while attending class, unless the prescription medication is legally prescribed to the employee/student.
3. For an employee or student to sell, use, purchase, manufacture or be in possession of an illegal controlled substance or drug paraphernalia, while on DuVall's School of Cosmetology time, conducting DuVall's School of Cosmetology business, on DuVall's School of Cosmetology property or attending classes.
4. For an employee or student to operate any equipment while under the influence of any drug, including prescription or over the counter medications/substances, which render the employee incapable of safely and adequately using the equipment or performing any clinic or job duties.
5. For an employee or student to use alcohol, while on DuVall's School of Cosmetology time or on DuVall's School of Cosmetology business, or to report to work or attend under the influence of alcohol. An employee/student is considered to be in violation of this policy when he or she is working or attending class and has a breath, blood or urine alcohol result greater than .01%.
6. To consume any alcoholic beverage or alcohol containing liquid within 4 hours prior to a scheduled work or class period.
7. For an employee or student to refuse to submit a specimen for controlled substances or alcohol testing (within 72 hours) when requested by the Company under this policy or for an employee or student to obstruct or not fully cooperate with specimen collection or testing procedures.
8. For an employee or student to have a verified positive drug test.
9. For an employee or student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as substituted or adulterated will be considered a "refusal to test" or a refusal to submit a valid sample.

### Institutional Sanctions

A student who appears to be under the influence of a substance when clocking in will be advised to clock out or consent to a drug/alcohol test. An employee, however, will only have the option of the drug/alcohol test. Immediate termination from employment or enrollment will be imposed for use, distribution, or possession of illicit drugs and alcohol while on duty.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and or employee may request within 3 days a formal hearing after receiving said notice. If the student or employee fails to request a hearing within three (3) business days, then the termination will stand. If a hearing is requested the hearing the board has the authority to:

1. Support the termination and state the date the student will be eligible to re-enroll.
2. To reinstate the student and declare the missed days a conditional leave of absence.

If a student or employee requests a hearing, the board will notify the student or employee of the date and time the hearing will take place. The student/employee has the right to be represented by counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the board's decision. In all cases the hearing board's decision will be final. The institution's administration will notify the student/employee of the board's decision.

If the student/employee is found to have violated the institution's Drug and Alcohol Policy, then immediate termination from the school or employment will take place.

If an employee or student suspects that she/he has a substance abuse problem, the employee or student is expected to contact school management. Any employee or student who voluntarily seeks assistance or rehabilitation of drug or alcohol misuse prior to being subject to testing under this policy shall not be subject to disciplinary action for violation of the policy, as long as the employee continues to participate satisfactorily in the counseling or rehabilitation program. The employee/student must obtain a work release from the counselor or treatment provider before returning to work/school.

An investigation by law enforcement or conviction for controlled substance or alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to DuVall's School of Cosmetology Management will result in immediate termination from employment or school attendance.

The use of prescription or over the counter medications/substances that may impair an employee's or student's ability to safely or adequately perform his/her duties must be reported to the employees or student's manager/ Instructor. Some medication use may require reassignment or temporary leave of absence without pay in the case of employee. Employees and students must take all medication/substances as directed on the medication label and must heed any warning listed on the products label.

### **Scope**

This policy applies to all the departments, all employees, all job applicants, all students and all student applicants as a condition of employment or enrollment in school.

An employee or student who "refuses a drug test" will not be further considered for employment or enrollment.

An Employee who violates the DSC policy will be immediately removed from duty and subject to disciplinary action up to and including termination.

Any current student who has a positive test will be required to reimburse DSC for the cost of the test.

### **Eligibility for re-entry**

Students who have violated this policy will be on permanent probation if they re-enter and are subject to monthly follow-up drug and/or alcohol test, at the student's expense.

If there is a second violation a student may apply for re-entry to school after they have been evaluated and obtain a written release from the treatment provider. The release must document the student's compliance and participation with all counseling or treatment recommended by the substance abuse counselor the student must then pass a return to duty drug and/or alcohol test at the student's expense.

The third violation will result in immediate termination for school and he/she will not be allowed to re-enter.

Employees and students who violate the policy by illegally selling, manufacturing or distributing controlled substances or alcohol will be terminated from employment or enrollment.

**The school fully supports the prevention of drug abuse. The school makes available literature and resources regarding the hazards of substance abuse and a list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area. Every student is required to certify they have read the Drug and Alcohol Abuse Prevention Program.**

**I certify that I have read and understand the school's drug and alcohol policy.**

Signature/Certification \_\_\_\_\_ Date \_\_\_\_\_

[5/15]