

## **Substance Abuse**

*Effective as of: 10.03.2005*

*American University of Armenia*

*Policy for Publication*

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The American University of Armenia recognizes dependency on alcohol and other drugs as a treatable condition and encourages University employees and students with substance dependency problems to seek assistance, counseling and advice, as appropriate, from the University Medical Clinic or from health centers and counseling or psychological services available in Armenia. Those who wish to participate in such programs should contact the University Physician to make necessary scheduling arrangements. As part of its effort to provide a drug-free workplace, the University will inform students and employees about the dangers of drug abuse in the workplace once a year. Information obtained by the University regarding an employee or student participating in such programs or services will be treated as confidential.

The University strives to maintain a community and work environment that are free from the illegal use, possession, distribution or manufacture of alcohol or of controlled substances. Unlawful manufacture, distribution, dispensing, possession, use or sale of alcohol or of controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business are prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities or student life. AUA will, as a policy, curtail the use of alcohol at University functions.

Employees and students found to be in violation of this policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, or may be required at the discretion of the University to participate satisfactorily in a drug abuse assistance or rehabilitation program.

### *Special Requirements for Employees engaged to Work on US Contracts and Grants*

University employees engaged in the performance of work on a contract or grant funded by the US government shall abide by this policy as a condition of employment.

These employees shall notify the University within five calendar days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. The University is required to notify the US Federal contracting or granting agency within ten calendar days of receiving notice of such conviction and to take appropriate corrective action including dismissal, or to require the employee to participate satisfactorily in available counseling, treatment, and approved substance abuse assistance or rehabilitation programs within thirty calendar days of having received notice of such conviction.