



Drug Free Workplace – Annual Notice

Midwestern University is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol substance use disorder and drug use could pose a threat to these goals. We have established a [Drug and Alcohol Abuse Prevention Program](#) that balances respect for individuals with the need to maintain an alcohol and drug-free environment. In addition to providing this program, Midwestern University encourages employees to voluntarily seek help with drug and alcohol problems.

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by the [Drug Free Workplace and Substance Abuse Policy](#). This policy is available electronically on the Human Resources intranet site. This policy is provided to new employees upon new hire orientation procedures. This policy refers to an active prevention program that includes training, notifications and statements that support the commitment to providing a Drug-Free Workplace. In summary, the Drug Free Workplace and Substance Abuse Policy refers to the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance, which is prohibited in the workplace and would be a violation of federal, state, and/or local law, subject to possible fine and prison time.

The Human Resources intranet site also includes the [Code of Conduct Policy](#), which includes information on prohibited activities and the disciplinary process.

Please be aware of the following Applicant & Employee Notice which is posted at the university campus and clinic campus locations:

Drug-Free Workplace Statement

Midwestern University strictly prohibits the illicit use, possession, dispensation, distribution, or manufacture of controlled substances in the workplace. Any violation of this policy shall result in adverse employment action up to and including termination. Screening tests for illegal drug use may be required before hiring and during your employment.

The Midwestern University Drug and Alcohol Abuse Prevention Program's design is in accordance with the Higher Education Opportunity Act of 2008 requirements, derived from the 1989 Amendments to the Drug-Free Schools and Communities Acts of 1986 and 1988. As a federal grant recipient, MWU continues to make good faith efforts to maintain a drug-free workplace.

As a condition of employment under any federal award, employees must abide by the terms of the Drug-Free Workplace Statement, and must notify their employer in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.

Midwestern University provides the following information in response to the Drug-Free Schools and Communities Act of 1989. To be in compliance with each section of the Act, MWU will distribute to all students, faculty, and staff annually:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus property or as part of any university activities.
- A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs.
- A description of health risks associated with the use of illicit drugs and abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

In conjunction with this notice, Midwestern University will make an ongoing, good-faith effort to maintain a drug-free workplace by meeting requirements of the Act. Furthermore, MWU will conduct a biennial review of its Drug and Alcohol Abuse Prevention Program and consistency of policy enforcement.

Standards of Conduct

The Midwestern University intranet site includes a Drug Free Workplace and Substance Abuse Policy for all students, faculty, and staff. MWU seeks to maintain an educational environment conducive to academic and professional development and achievement. The prohibition of illicit drugs helps remind students, faculty, and staff that the University is exercising this responsibility. The unlawful manufacture, distribution (by either sale or gift), dispensing, possession or use of alcohol or a controlled substance is prohibited anywhere on the campuses of MWU. Actions that will be taken against those who violate this prohibition are outlined in the policy. For the purpose of this policy, the term ‘controlled substance’ has the meaning that has been defined by Title 21 of the United States Code (USC) Controlled Substances Act – which includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroine, crack, amphetamines, barbiturates, LSD, PCP, and substances typically known as designer drugs such as ecstasy or eve. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The illicit use of alcohol is also included in this policy. The only exception to these provisions applies to moderate consumption and/or possession of alcohol on University premises at approved functions and receptions by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines. In addition, all student employees, faculty, and staff must be able to perform their jobs. If one is impaired by medication taken according to a doctor’s prescription or the medication’s directions, they are expected to discuss with their supervisor.

Legal Sanctions

Various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a physician's prescription. Northwestern University recognizes this for its two campus locations. More specifically, Illinois and Arizona law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Illinois and Arizona law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois and Arizona law also prohibits public intoxication, the operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and the consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and permanent criminal record. Violation of drug laws may also result in civil seizure and forfeiture of property used in connection with the offense. A violation may also result in University disciplinary action in accordance with NWU policies.

Health Risks

There are several definite health risks associated with the use of drugs and alcohol. Excessive use of drugs and alcohol can produce illness, disability, and death. The health consequences of substance use disorder may be immediate and unpredictable, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to excessive substance use include the following:

- Regular users of alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use, and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced school and job performance.
- Repeated use of alcohol and other drugs can lead to dependence/addiction.

Drug or Alcohol Counseling

For students, counseling can be initiated through the Northwestern University Department of Student Services. The Student Counseling and Academic Support Center can provide support as well as the recommended resources for outside professional substance abuse counseling.

The main line for the Department of Student Services:

IL Campus 630-515-6470, AZ Campus 623-572-3210.

For employees, guidance and referrals can be initiated by the Northwestern University Department of Human Resources. The main line for the Department of Human Resources:

IL Campus 630-515-6119, AZ Campus 623-572-3263.

An Employee Assistance Program (EAP) is available to all full and part-time employees and their family members. The EAP service is provided through an arrangement with Health Advocate. Information regarding this benefit is available on the Human Resources intranet site. Confidential help is available 24/7 at 1-888-293-6948.

Statement

In the event a student, faculty or staff does not adhere to the Midwestern University Drug and Alcohol Abuse Prevention Program, the policies and statements described in this notice will be followed. Disciplinary action imposed by the University will not be in lieu of penalty, fines or imprisonment imposed through the legal system.

Disciplinary action for students, which may include penalties up to and including expulsion, will comply with the procedures established in the Midwestern University Student Handbook. For employees, appropriate personnel action will be taken in a timely manner, and may include penalties up to and including termination. Disciplinary action for employees will be conducted in accordance with the Progressive Discipline Policy.

This annual notice informs all employees of our communications, procedures and intentions involving the Midwestern University Drug and Alcohol Abuse Prevention Program, Drug Free Workplace and Substance Abuse Policy, and Drug-Free Workplace Statement. Please note the “program” referred to in this notice is an ongoing method of training and development and will have varying dates and subjects each year. The “policy” and “statement” are documents that can be accessed by all employees.

**For questions regarding this annual notice, please contact MWU Human Resources:
IL Campus 630-515-6119
AZ Campus 623-572-3263**

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