



Substance Prevention Program

Substance Prevention Policy

The organization has vital interests in ensuring a safe, healthy and efficient working and learning environment for our employees and students. The unlawful or improper presence or use of controlled substances or alcohol on-campus or during school functions presents a danger to everyone. For these reasons, we have established the following substance abuse policy. Employees and students are prohibited from reporting to work/class while using illegal or unauthorized substances, except when the use is pursuant to a doctor's orders and the doctor advised the employee or student that the substance does not adversely affect their ability to safely perform his or her duties.

In addition, employees and students are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal substances and alcohol including: on the organization's paid time, on school premises, in company vehicles or while engaged in school activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems and from consuming alcohol during working hours, including meal and break periods.

Effect of Violating Rules

Your employment or enrollment with ACT College is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including separation or expulsion.

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of office and classroom spaces, desks or other suspected areas of concealment, as well as an employee's or student's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

In the event of violating the Drug Free Workplace policy, the college may subject State and Federal law sanction up to and including dismissal. A listing of the federal penalties can be found on the Drug Enforcement Administration website www.dea.gov/agency/penalties.htm.

Reports of Violations

Reporting of any such violation should be made immediately to the Campus Director or, in their absence, college faculty or administrators. The organization assures that any information concerning an individual's substance or alcohol use will remain confidential.



Health Risks

Abusing drugs and/or alcohol can:

- make you sick
- lower your job performance
- put you in prison
- cause dependency
- be expensive
- cost you your life

Alcohol use will:

- dull your senses
- impair coordination
- slur your speech
- cause mood changes
- depress brain functions
- lead to irreversible brain damage
- damage liver, heart, and pancreas
- cause physical damage to your unborn baby

Drug use will:

- increase your heart rate and blood pressure
- cause tremors and convulsions, produce heart, liver, and kidney damage
- injure your unborn baby
- lower your resistance to disease-AIDS!
- Cause personality changes, confusion, and depression
- Lead to paranoia and hallucinations

Assistance with Substance Abuse Counseling

If students are experiencing problems with drugs and/or alcohol, please contact the nearest agency listed below:

Arlington Campus (Arlington County)

Arlington County, Department of Human Services
3033 Wilson Blvd., Arlington, VA 22209
Phone: 703-228-1700
<http://www.arlingtonva.us>

Alexandria Campus (Fairfax County)

Fairfax County, Department of Health and Human Services
Alcohol and Drug Services Administrative Offices
3900 Jermantown Road, Suite 200, Fairfax, VA 22030-4900
Phone: 703-934-5476
<http://www.fairfaxcounty.gov>

Manassas Campus (Prince William County)

Prince William County, Community Services
7969 Ashton Avenue
Manassas, Virginia 20109
Phone 703-792-7800
<http://www.co.prince-william.va.us>