

A. Alcohol and Drug Policies

All employees are responsible for acting in accordance with the College's Alcohol and Drug Policies, which are distributed to employees each year via this Handbook. These policies assert that each employee is responsible for conducting herself or himself in ways consistent with federal, state and local laws, and for following College employment policies regarding alcohol or drug use in the interest of her or his health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct. The College will not contribute to the cost of a legal defense for those who violate drug or alcohol laws and rules. Alcohol or drug policy infractions may result in disciplinary action, up to and including termination of employment.

When an employee is concerned about another employee's alcohol or drug use or its self-destructive potential, she or he may express that concern and, if appropriate, encourage that employee to seek confidential help from Human Resources, the College's Employee Assistance Program, Aetna Resources for Living (1-800-865-3200), or from a professional off campus. An employee with questions about how best to assist another employee may seek guidance from the Chief Administrative Officer, the Director of Human Resources, or the Staff Issues Liaison, or, in the case of faculty members, the Provost. Advice may be sought without revealing the identity of the employee needing help, if that seems best.

The Alcohol Policy

The Alcohol Policy is designed to achieve the following goals:

- to remind employees of the laws of the Commonwealth of Pennsylvania and the College's employment policies, all of which govern their behavior with respect to alcohol;
- to stress moderation, safety and individual accountability for those who choose to drink;
- to maintain a College social atmosphere that is free of coercion for those who choose not to drink and a climate in which alcohol is not the focus of parties or other social events;
- to maintain a College community in which alcohol abuse and its effects are minimal;
- to provide confidential and effective guidance for those with specific needs related to alcohol use and alcoholism; and
- to provide information and education about the effects of alcohol for all employees.

All members of the College community are expected to be familiar with and abide by the principles of the Alcohol Policy.

It is the duty of all employees to conduct themselves in a manner consistent with this Policy and the College's other employment policies. With regard to the consumption of alcohol, employees

are responsible for their own well-being. Behavior that puts employees at mental, physical and/or legal risk cannot be condoned.

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

1. When community members lose their ability to reason and control their actions due to excessive alcohol consumption, it is threatening to them, to those around them, and ultimately to the community as a whole. Employees are urged to accept responsibility for preventing themselves from ever reaching that point.
2. Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and suspected inebriation will be referred to Human Resources or, in the case of faculty members, the Provost.
3. When an individual's behavior allegedly violates this Policy and/or the College's other employment policies, that individual will be referred to Human Resources or, in the case of faculty members, the Provost.
4. If there is a threat to the lives or safety of individuals or of damage to College or private property resulting from inebriation or a violation of the Alcohol Policy, immediate action will be taken by the College, up to and including, but not limited to, termination of employment.
5. In some cases, Human Resources will consult counselors who have expertise in alcohol abuse and alcoholism if such expertise is deemed relevant. Such consultation will take place only with the knowledge of the employee involved.

6. Faculty and staff members who entertain others should be aware of the responsibilities and risks to the Colleges and to themselves as individual social hosts under the laws of the Commonwealth.

Services and Referrals

Bryn Mawr College provides services and referral for individuals who need help with an alcohol-related problem. For confidential assistance, contact:

- Employee Assistance Program, Aetna Resources for Living, 1-800-865-3200
- Alcoholics Anonymous Southeastern Pennsylvania Intergroup Association, <https://aasepia.org>, 444 N. 3rd St. Suite 3, Philadelphia, 215-923-7900
- Alcoholics Anonymous Clubhouse, 562 W. Lancaster Ave., Ardmore, 610-527-9711

The Drug Policy

The drug policy is designed to achieve the following goals:

- to remind employees that the College's employment policies, the federal laws and the laws of the Commonwealth of Pennsylvania do apply to their behavior with respect to the use of drugs;
- to stress individual accountability for those who choose to use illegal drugs;
- to maintain a College community where the harmful effects of drug use can be minimized;
- to inform the members of the College community of the availability of confidential and effective guidance and resources for those with questions and concerns related to drug use, dependence and abuse; and
- to encourage all members of the College community to become familiar with the physiological, psychological and legal aspects of drug use, dependence and abuse.

All members of the College community are expected to be familiar with and abide by the principles of the drug policy. This policy stresses prevention and concern; it charges the community with the responsibility for drug education and heightened awareness of campus resources for dealing with drug problems. It also asks us to consider the relationship between the individual and the community, and the question of responsibility to one's peers. In summary, we have a responsibility not to withdraw from the community by abusing drugs.

1. The illegal possession, use, sale or distribution of drugs is in violation of the law, and the College will not protect employees from prosecution under federal, state or local law.
2. The College as an educational institution, being concerned about the harmful effects of the illegal use, possession, sale or distribution of drugs on the individual, and on the integrity, safety and security of this academic community, does not condone the illegal use, possession, sale or distribution of drugs. The administration of Bryn Mawr College reserves the right to

act when it has reason to believe that involvement with drugs is having an adverse effect upon the work performance of employees or adversely affects or legally implicates others in the academic community. College action may take such forms as education, mandatory referral to the Employee Assistance Program, or suspension or termination of employment, depending on the situation.

Procedures

The following guidelines are not meant to cover all situations. They are intended, instead, to remind employees of the variety of resources available and to reassure them about the consequences of seeking help.

When an employee is concerned about another employee's drug use and its self-destructive potential, he or she should express his or her concern and, if appropriate, encourage that employee to seek confidential help from Human Resources, the College's Employee Assistance Program, or from a professional off campus. An employee with questions about how best to assist another employee may seek guidance from the Chief Administrative Officer, the Director of Human Resources, or the Staff Issues Liaison, or, in the case of faculty members, the Provost. Advice may be sought without revealing the identity of the employee needing help, if that seems best.

If an employee's behavior as a result of drug use has disturbed or harmed other individuals or the community in a more general sense, the behavior itself should be brought to the attention of the Chief Administrative Officer, the Director of Human Resources, or the Staff Issues Liaison, or, in the case of faculty members, the Provost. If mediation is necessary, the Staff Issues Liaison may be consulted. The drug use that may have caused the behavior should not be viewed as an excuse, but as a second problem for which the individual may be encouraged to seek help from a professional counselor.

If an individual's involvement with drugs is such that it, or behavior associated with it, is violent or life-threatening, or if that involvement, such as in the case of the sale or distribution of drugs, may not present immediate danger to life but may have legal implications which are administrative concerns, it should be brought to the attention of the Chief Administrative Officer or the Director of Human Resources, or, in the case of faculty members, the Provost, without delay by any member of the community who becomes aware of the situation.

Policy on Drug-Free Schools

The unlawful possession, use or distribution of illicit drugs and alcohol poses a threat to the health and safety of all members of the Bryn Mawr College community and is not permitted.

The sanctions for the unlawful possession, use or distribution of illicit drugs and alcohol are defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. Sections 780-101 to 780-144); Controlled Substances Forfeiture (42 Pa.C.S. Sections 6801-6802); the Pennsylvania Crimes Code (18 Pa. C.S. 6307-6314); the Pennsylvania Motor Vehicle Code (75 Pa. C.S. 1546-1547; 3715, 3731); and the Lower Merion Township Code (Article IV, Section 111-4). These statutes are on file at the reference desk in Canaday Library. A summary of federal law and relevant sanctions is also on file.

The College's policies on disciplinary sanctions for students are stated in the Student Handbook. Policies on sanctions for faculty and staff are stated in this Handbook, as well as in other handbooks appropriate to them.

This policy is instituted effective immediately, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. #101-226). No institution will receive federal financial assistance of any kind after October 1, 1990, unless it has certified that it has "adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

The College will conduct a biennial review of its program to determine its effectiveness, implement needed changes, and ensure that it is consistently enforced.

Policy on a Drug-Free Workplace

The College, as an employer, and employees of the College have obligations under the Drug-Free Workplace Act of 1988 (41 U.S.C. Section 701). The College's statement of compliance is reproduced here.

The use of illegal drugs poses a threat to the health and safety of members of the Bryn Mawr College community. Therefore, the illegal use, possession, dispensation, distribution or manufacture of controlled substances (as defined in federal statutes) by any faculty, staff or student employees in the workplace is not permitted.

As a condition of College employment, every employee shall abide by the terms of this policy, and he or she shall notify his or her supervisor of any criminal conviction for a violation occurring in the College workplace no later than five days after such conviction.

Any employee found in violation of these prohibitions and regulations may be required to participate in a drug-abuse assistance or rehabilitation program and shall be subject to disciplinary action, which action might include dismissal. Information regarding such assistance or rehabilitation is available through Human Resources and/or the Employee Assistance Program. All of the insurance programs offered to staff, faculty and students through the College provide some form of support to persons in various forms of treatment for substance-abuse problems.

This policy is instituted, effective immediately, to comply with federal laws and regulations. Federal agencies cannot legally award any contract over \$25,000 or any grant monies without certification that the College has implemented a drug-free workplace program.

The College also complies with the Drug-Free Schools and Communities Act of 1989 (P.L. #101-226). Information on federal and state law imposing sanctions for unlawful possession, use or distribution of illicit drugs and alcohol is available at the reference desk of Canaday Library and in Human Resources.

Information on counseling, treatment and rehabilitation programs is contained in the College's drug and alcohol policies.

This Handbook's statements on policies and procedures relating to alcohol and controlled substances form part of the College's compliance with the Drug-Free Schools and Communities Act.

Health Risks Associated with the Use of Illicit Drugs

Drug	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	Euphoria Drowsiness Respiratory depression Constricted pupils Nausea	Slow and shallow breathing Clammy skin Convulsions Coma Possible death	Yawning Loss of appetite Irritability Tremors Panic Cramps Nausea Runny Nose Chills and sweating Watery eyes
Morphine	High	High			
Codeine	Moderate	Moderate			
Hydrocodone	High	High			
Hydromorphone	High	High			
Oxycodone	High	High			
Methadone, LAAM	High	High			
Fentanyl and Analogs	High	High			
Other Narcotics	High-Low	High-Low			
Depressants					
Chloral Hydrate	Moderate	Moderate	Slurred Speech Disorientation Drunken behavior without the odor of alcohol	Shallow respiration Clammy skin Dilated pupils Weak and rapid pulse Coma Possible death	Anxiety Insomnia Tremors Delirium Convulsions Possible death
Barbituates	High-Moderate	High-Moderate			
Benzodiazepines	Low	Low			
Glutethimide	High	Moderate			
Other Depressants	Moderate	Moderate			

Health Risks Associated with the Use of Illicit Drugs

Drug	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Stimulants					
Cocaine	Possible	High	Increased alertness Euphoria Increased pulse rate and blood pressure Excitation Insomnia Loss of appetite	Agitation Increased body temperature Hallucinations Convulsions Possible death	Apathy Long periods of sleep Irritability Depression Disorientation
Amphetamine/ Methamphetamine	Possible	High			
Methylphenidate	Possible	High			
Other Stimulants	Possible	High			
Cannabis					
Marijuana	Unknown	Moderate	Euphoria Relaxed inhibitions Excitation Increased appetite Disorientation	Fatigue Paranoia Possible psychosis	Occasional reports of insomnia Hyperactivity Decreased appetite
Tetrahydrocannabinol	Unknown	Moderate			
Hashish and hashish oil	Unknown	Moderate			
Hallucinogens					
LSD	None	Unknown	Illusions and hallucinations Altered perception of time and distance	Longer, more intense "trip" episodes Psychosis Possible death	Unknown
Mescaline and Peyote	None	Unknown			
Amphetamine Variants	Unknown	Unknown			
Phencyclidine and Analogs	Unknown	High			
Other Hallucinogens	None	Unknown			

**Summary of Pennsylvania Statutes Relating to Unlawful Sale, Possession, Use,
Manufacture or Distribution of Illicit Drugs or Alcohol**

statute	offense	Possible sanctions
18 Pa. CS 6307	Misrepresentation of age to secure alcohol	\$500 and suspension of operating privileges
18 Pa. CS 6308	Purchase, consumption, possession or transportation of alcohol by a person under 21 years of age	\$500 and suspension of operating privileges
18 Pa. CS 6309	Representing that a minor (under 21) is of age	\$300
18 Pa. CS 6310	Inducement of minors (under 21) to buy alcohol	\$300
18 Pa. CS 6310.1	Selling or furnishing alcohol to a minor (under 21)	\$1,000-2,500
18 Pa. CS 6310.2	Manufacture or sale of false ID card	\$1,000-2,500
18 Pa. CS 6310.3	Possession, carrying or use of false ID card	\$500 and suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6310.4	Violation of 6307, 6308 or 6310.3	Suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6314	Trafficking drugs to minors (under 18)	Fines from \$5,000-50,000; imprisonment for a minimum of one year, depending on offense
35 PS 780-101 et seq.	Illicit manufacture, sale, delivery, possession of controlled substances	Fines from \$5,000-250,000; imprisonment from 1 to 15 years, depending on offense
42 Pa. CS 6801-2	Illicit manufacture, sale, delivery, possession of controlled substances	Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device and Cosmetic Act
42 PS 4-491	Possession, sale or transportation of liquor within Pennsylvania unless purchased from a State Store in accordance with Liquor Control Board Regulations	Fines of varying amount
75 Pa. CS 3715	Consumption of alcohol or drugs while driving	Summary offense fine

75 Pa. CS 3731	Driving under the influence of drugs or alcohol	\$300-5,000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges
63 PS 390-8	Procuring drugs by fraud, forgery, alteration of Rx, etc.	Imprisonment for 3 years, \$5,000 fine, or both

Pennsylvania law imposes “social host” liability on persons who furnish alcohol to individuals under 21 years of age. The Pennsylvania Crimes Code defines “furnish” as “to supply, give, or provide to, or allow a minor to possess on the premises or property owned or controlled by the person charged.”

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Controlled Substances Act Schedule*	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not include marijuana, hashish, or hash oil)	Any	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million not individual	Not more than 30 years If death or serious injury, life Fine \$2 million individual, \$10 million not individual

Controlled Substances Act Schedule*	Drug	Quantity	1st Offense	2nd Offense
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol® and some barbituates)	Any	Not more than 5 years Fine not more than \$250,000 individual, \$1 million not individual	Not more than 10 years Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	Not more than 3 years Fine not more than \$250,000 individual, \$1 million not individual	Not more than 6 years Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	Not more than 1 year Fine not more than \$100,000 individual, \$250,000 not individual	Not more than 2 years Fine not more than \$200,000 individual, \$500,000 not individual

Controlled Substances Act Schedule	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years or more than life Fine of not more than \$2 million individual, \$5 million other than individual	Not less than 10 years. Not more than life If death or serious injury, not less than life Fine of not more than \$4 million individual, \$10 million other than individual	10-99g pure or 100-999g mixture	Methamphetamine	100g or more pure or 1kg or more mixture	Not less than 10 years. Not more than life If death or serious injury, not less than 20 years or more than life Fine of not more than \$4 million individual, \$10 million other than individual	Not less than 20 years. Not more than life If death or serious injury, not less than life Fine of not more than \$8 million individual, \$20 million other than individual
			100-999g mixture	Heroin	100-999g mixture		
			500-4,999g	Cocaine	5 kg or more		
			5-49g mixture	Cocaine Base	50g or more mixture		
			10-99g pure or 100-999g mixture	PCP	100g or more pure or 1kg or more mixture		
			1-9g mixture	LSD	10g or more mixture		
			40-399g mixture	Fentanyl	400g or more		
			10-99g mixture	Fentanyl Analogue	100g or more mixture		

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million individual, \$10 million other than individual	Not less than 20 years, not more than life If death or serious injury, not more than life Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million individual, \$5 million other than individual	Not less than 10 years, not more than life If death or serious injury, not more than life Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture; or 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million other than individual	Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture	Not more than 5 years Fine not more than \$250,000 individual, \$1 million other than individual	Not more than 10 years Fine \$500,000 individual, \$2 million other than individual
Hashish	10 kg or more		
Hashish Oil	1 kg or more		

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams,
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams,
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.