All Colby employees are accountable for their actions and are expected to obey the law and take personal responsibility for their conduct when on campus. Consuming or working under the influence of alcohol (aside from sanctioned events) and illegal drugs is strictly prohibited at Colby. In addition, working while impaired due to substance abuse is a serious safety hazard not only for the user but places all Colby students, faculty, and staff at additional risk.

COLBY’S DRUG AND ALCOHOL POLICY
Colby’s Staff handbook has additional details on the specific policy and potential effects of drug and alcohol use including:

• Standards of conduct that clearly prohibit, at a minimum, working under the influence, unlawful possession, use, or distribution of drugs and alcohol by employees on an institution's property or as any part of the institution's activities.

• A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

• A description of the drug and alcohol counseling, treatment, or rehabilitation program that are available to employees.

• A clear statement that the institution will impose sanctions on employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including termination of employment and referral for prosecution for violation of the standards of conduct.

Assistance dealing with substance abuse is available on campus for Colby Staff through HR. Contact Ria DeMay to seek confidential assistance in dealing with substance abuse problem and find help. You may also speak with your supervisors, PPD Director, or your personal physician.
The Numbers:

- **5X** - Employees with substance abuse problems are 5X more likely to get hurt and file a workers compensation claim.
- **40%** of all workplace fatalities involved an impaired employee (alcohol, illegal drugs, medication and sleep).
- **22%** of employees admit to making mistakes at work due to being hung over.
Questions/Discussion:
1. Are you familiar with Colby’s drug and alcohol policy? Do you know how to access it if you wanted to review it?
2. Do you agree that it is every Colby employee’s responsibility to not work under the influence of any intoxicants? Why?
3. Discuss some potential signs of a co-worker that is under the influence of intoxicants. What are some behaviors?
4. Is there anything at Colby that could be done better to address the issue of drugs and alcohol in the workplace?

Questions, concerns or comments contact the EHS Director at extension 5504.