

## 1 Purpose

Promote a safe and healthy workplace free of drugs and/or alcohol.

## 2 Scope

This policy covers general rules and procedures that apply to all employees.

## 3 Responsibility

Maintaining a drug and alcohol free workplace is the responsibility of **all** employees. Reporting to work in a condition fit for assigned duties, unaffected by alcohol and/or controlled substances, is the best way to support this policy.

### **Some Common Effects of Drugs and/or Alcohol in the Workplace:**

- Decreased productivity
- Increased absenteeism
- Accidents, injuries, mistakes
- Decrease in employee morale
- Increase in Worker's Compensation claims

To view the policy visit: [http://www.clark.edu/about\\_clark/public\\_disclosure/adminProcedures/](http://www.clark.edu/about_clark/public_disclosure/adminProcedures/)



# Clark College Drug Free Workplace Policy

Committed to a  
Safe & Healthy Work  
Environment!

CONTACT HUMAN RESOURCES:  
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(360) 992-2873 fax  
Baird Administration Building 133

# Signs and Symptoms of Substance Abuse

## Behavioral

## Appearance

## Speech

### Observations

- Unsteady gait
- Drowsy, lethargic
- Agitated, anxious, restless
- Hostile, belligerent
- Depressed, withdrawn
- Unresponsive, distracted
- Tremors, shakes
- Suspicious, paranoid
- Hyperactive, fidgety
- Inappropriate or erratic behavior

### Observations

- Flushed complexion
- Sweating
- Bloodshot or watery eyes
- Runny nose or sores around nostrils
- Dilated (large) pupils
- Constricted (pinpoint) pupils
- Unfocused, blank stare
- Disheveled clothing, poor personal hygiene

### Observations

- Slurred speech
- Incoherent
- Exaggerated enunciation
- Loud, boisterous
- Rapid, pressured
- Excessive talking
- Nonsensical, silly
- Cursing, inappropriate speech

## Prohibited Behavior

Clark College prohibits the use, possession, sale, and/or distribution of alcohol, unauthorized prescription drugs, controlled substances and/or drug paraphernalia while on college premises, while performing duties for the college off premises, and/or during work hours.



Clark College

The State of Washington and the College Board of Trustees recognize chemical dependency as a treatable illness. The college will observe state regulations and internal administrative procedures in the treatment of chemical dependency problems.

The college recognizes that the signs and symptoms listed above may be reflective of other personal or stress related problems. However, reasonable suspicion testing may be directed when there is reason to suspect that an employee is under the influence, or that drugs and/or alcohol are affecting work performance.

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