

Avalon School of Cosmetology is committed to providing an environment free of abuse of alcohol, prescription drugs, and illegal drugs. Avalon School of Cosmetology has an obligation to provide a healthy and safe environment for all students, employees, and visitors. Therefore, Avalon School of Cosmetology has adopted a policy that seeks to prevent the illicit use of drugs and the abuse of alcohol by all employees.

In accordance with the Drug-Free Workplace Act of 1988 and other applicable federal law, employees and students are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (drugs and alcohol, including prescription drugs, including marijuana) is harmful and is prohibited on all company-owned or -controlled property and at company-sponsored or supervised events. Avalon School of Cosmetology's property includes (but is not limited to) the following locations:

- a) the entire campus facility;
- b) any location used for an off-site school function; and
- c) off-site locations, if any employee is in the service of Avalon School of Cosmetology in any capacity.

No employee or student is to report or return to work or any company activity while under the influence of drugs or alcohol.

For employees only, social activities held off-premises and paid for on a personal basis are generally not affected by this policy. If management considers it appropriate and approves of such use in writing, alcoholic beverages may be served at company-sponsored events held off-premises and for purely social reasons.

All employees and students must comply with federal, state, and local law regarding the possession and consumption of alcohol and controlled substances. Legal sanctions for failure to comply with local, state, and federal laws may include: suspension, revocation, or denial of a driver's license; loss of eligibility for federal financial aid or other federal benefits; disqualification from employment; property seizure; community service; imprisonment; and/or monetary fines.

Drugs and alcohol can be highly addictive and injurious to the body. Consumption of drugs or alcohol cause a number of marked changes in behavior and serious health threats, including (but not limited to) loss of sense of responsibility, memory, or coordination, restlessness, irritability, anxiety, paranoia, depression, inattentiveness, loss of appetite, loss of mental functions, sexual indifference, coma, convulsions, hallucinations, tremors, chemical dependence, lung, liver, or nervous system damage, and death. Impairment of employees while on the job or students while in school is likely to result in injury to others or third parties and affects the morale and productivity of everyone.

For employee applicants, having a past history of substance abuse does not preclude you from employment. In accordance with applicable law, applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

As long as the information is not necessary for legal or security purposes, Avalon School of Cosmetology will keep employee and applicant medical and personal information confidential, in accordance with the law.

Due to Avalon School of Cosmetology's participation in Title IV Federal Funds Programs, Avalon School of Cosmetology has established a Drug-Free Workplace/Drug & Alcohol Policy and Abuse Prevention Program. All employees and students must read, understand, and sign a statement regarding this policy and, as a condition of employment/enrollment, agree to willingly participate in the program and abide by the terms of the policy. Avalon School of Cosmetology has established this program to inform employees and students about:

- a) the dangers of drug abuse in the workplace;

- b) Avalon School of Cosmetology's policy of maintaining a drug-free environment;
- c) any available drug counseling, rehabilitation, and employee assistance programs; and
- d) the penalties that may be imposed upon employees or students for drug abuse violations.

In accordance with this policy and program, Avalon School of Cosmetology has imposed the following requirements:

- a) Employees shall notify their supervisor or other appropriate management personnel, students shall notify the Education Director or School Director, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- b) Avalon School of Cosmetology shall notify any federal contracting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation in the workplace; and
- c) Avalon School of Cosmetology will take appropriate action against any employee or student who is convicted for a violation occurring in the workplace or will require the employee's/students satisfactory participation in a drug abuse assistance or rehabilitation program.

Any violation of this Drug-Free policy, along with any unsatisfactory conduct as related to this policy, may result in discipline including (but not limited to) termination, in Avalon School of Cosmetology's sole discretion. Violation of this policy will result in the following timely action being taken by Avalon School of Cosmetology including (but not limited to):

- a) requiring the employee/student to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency, including mandatory counseling, evaluation, treatment, and rehabilitation for a drug-use or alcohol-use disorder;
- b) appropriate personnel action, including but not limited to, termination of employment/enrollment; or
- c) referral for prosecution consistent with local, state, and federal law.

Disciplinary action by Avalon School of Cosmetology does not preclude the possibility of criminal charges against an employee. The filing of criminal charges similarly does not preclude action by Avalon School of Cosmetology.

Employees/students are required to report any violations of this policy by their peers to their Supervisor/School Director. If you need additional resources and local contact information, such as crisis intervention, treatment and recovery support, counseling, or prevention information, please see the drug and alcohol awareness bulletin board located in the school.

For a complete list of the Federal and State Penalties due to a conviction of the distribution or possession of drugs, please see the drug and alcohol awareness bulletin board located in the school.

***Students convicted of a drug statute offense while receiving Title IV Federal Financial Aid may become ineligible for Title IV Federal Financial Aid. Please speak with your school's Financial Aid Coordinator for more information.***

### **TESTING POLICY & PROCEDURES**

Drug and Alcohol testing may be conducted, on a random basis; if Avalon School of Cosmetology believes that an employee or student has been observed possessing or using a prohibited substance on the job; when Avalon School of Cosmetology reasonably believes that any employee

or student may be affected by the use of Drugs or Alcohol and that they use may adversely affect performance or the environment; when Avalon School of Cosmetology reasonably believes that an employee or student is impaired during working or school hours or while engaged in school business, or a school-sponsored activity; and any employee or student who has had a positive Drug or Alcohol impairment test may be subjected to periodic, random testing, for a period of one year from a positive Drug or Alcohol impairment test.

Refusal to participate in Drug or Alcohol impairment testing when requested to do so, or refusal to accept the terms and conditions of testing as specified in this policy, may result in disciplinary action, up to and including termination from Avalon School of Cosmetology. If applicable, prospective employees or students who refuse to undergo Drug or Alcohol impairment testing are not eligible for hire or admission (respectively).

- Employees and student have the right, upon written request, to obtain a copy of the written test results.
- Avalon School of Cosmetology will not release information relating to testing, including test results, to any third parties except upon written authorization of the employee or student, or when legally compelled to do so.

The following testing methods and procedures will be followed:

- Testing will ordinarily be conducted during, immediately before, or immediately after, regularly scheduled work or school hours. For current employees, time spent in testing, and in traveling to and from the regular work site to the place of testing, is work time.
- Whenever a Drug or Alcohol impairment test is done at the request of Avalon School of Cosmetology pursuant to this policy, the school will pay the actual costs of the testing. In addition, when testing is done at locations other than the school facility, the school will pay reasonable transportation costs for travel to and from the site to the testing location.
- Testing shall be conducted under the following conditions:
  - Sample collection shall be performed under reasonable and sanitary conditions;
  - Sample collections shall be labeled in such a way as to reasonably preclude the possibility of misidentification of test results;
  - Prior to testing, the individual shall be provided with an opportunity to notify Avalon School of Cosmetology of any information relevant to the test;
  - Sample collection, storage, and transportation, where necessary, shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
  - Sample testing will be done in such a way as to comply with scientifically accepted analytical methods and procedures, and by a laboratory approved of certified by, at least, one of the following: (a) United States Department of Health and Human Services; (b) College of American Pathologists; or (c) a state department of health and human services.
  - Upon the written request of the individual, positive Drug test results shall be confirmed by a subsequent test, using a different chemical process than used in the initial Drug screen. A chromatographic technique or another comparably reliable analytic method will be conducted confirming results.

Please direct any questions, concerns, or reports regarding this policy or Avalon School of Cosmetology's programs to your Supervisor, Education Director, or the School Director.