

Drug and Alcohol-Free Workplace Policy

Policy Statement

In accordance with Egyptian and US law, the University has adopted a drug-free workplace policy. All University employees are required to abide by the terms of this policy as a condition of employment.

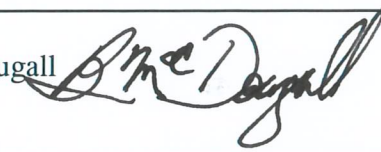
Reason for Policy/Purpose

Employees are expected to perform their work duties unimpeded by intoxicants, stimulants, tranquilizers or other drugs except as prescribed by a licensed doctor. Accordingly, no employee may be under the influence of illegal or unauthorized drugs or alcohol during working hours. All employees must comply when asked by authorized personnel (the authorized personnel in this case is the employee's director) to undergo a drug test.

Who Approved This Policy

EVP Administration & Finance: Brian MacDougall

Date:

May 15, 2017 

Who Needs to Know This Policy

AUC community.

Web Address for this Policy

<http://in.aucegypt.edu/about/university-policies>

Contacts

Responsible University Official: Executive Director for Human Resources

Responsible University Office: Human Resources

If you have any questions on the policy or procedure for Drug and Alcohol-Free Workplace Policy policy, you may:

1. Call Ms. Rania Assem at 5492 or Ms. Kamelia El Kabbany at 2422.
2. Send an e-mail to raniaa@aucegypt.edu or Kamelia@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Employees	Staff members

Policy/Procedures

Employees are expected to perform their work duties unimpeded by intoxicants, stimulants, tranquilizers or other drugs except as prescribed by a licensed doctor. Accordingly, no employee may be under the influence of illegal or unauthorized drugs or alcohol during working hours. All employees must comply when asked by authorized personnel (the authorized personnel in this case is his/her director) to undergo a drug test. In addition, the policy prohibits the unlawful possession, use or distribution of drugs & alcohol by employees on the university's property.

Failure to adhere to such instructions or to cooperate with the persons administering the test will result in sanctions as prescribed in the applicable laws and University policy, up to and including dismissal.

Employees found to be using illegal or unauthorized substances during working hours or on University property will be dismissed and may be reported to the appropriate legal authorities.

Forms/Instructions

List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

Related Information

List related university policy documents or cross-references and where they can be located.

Appendices (optional)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: May 8, 2017

Last Amended Date: May 8, 2017

Next Review Date: Month, Day, Year