

COLLEGE POLICIES

Smoking and Tobacco Use; Alcohol and Other Drug Use; and Equal Opportunity, Affirmative Action, Title IX and Americans with Disabilities Act (ADA)

SMOKING AND OTHER TOBACCO USE

In support of college policy and the college's commitment to the health of the campus community, Midlands Technical College is a smoke- and tobacco-free college. All tobacco derived or containing products including all cigarettes, electronic cigarettes and cigars, all pipes and water pipes, all smokeless tobacco products or substitutes and any other device intended to simulate smoked tobacco is prohibited on all property controlled by the college. Smoking and tobacco use is prohibited in personal vehicles parked on college property.

Employees who violate the policy are subject to disciplinary actions and may be fined by Campus Police.

Information on smoking and tobacco use cessation can be obtained from Student Life.

ALCOHOL AND OTHER DRUG USE

Midlands Technical College seeks to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

Midlands Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, or other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/ local regulations, policies, procedures, rules and legal statutes. Workplace means either on college premises or while conducting college business away from the college premises. Educational setting includes both institutional premises and approved educational sites off campus.

To prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, Midlands Technical College and the South Carolina Technical College System have implemented this policy to ensure a drug-free work and educational environment.

Midlands Technical College recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The college supports and recommends employee and student rehabilitation and assistance programs, and it encourages employees and students to use such programs. Midlands Technical College also performs a biennial review of alcohol and drug policies, programs, incidents, and needs and uses this information in the development, adjustment and implementation of related policies, procedures and programs.

The college will implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health or even death. The health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can significantly lower performance on the job and in the classroom, thus adversely affecting the college and the college's mission, as well as seriously affecting educational and career goals.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their human resource officer within five days. Management must report to granting agencies any employee conviction for conduct in the workplace within ten days of receiving notice.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.
- Use of employee assistance programs (EAP), student assistance programs (SAP) or drug/ alcohol rehabilitation services is encouraged.

For information on substances that can cause chemical dependence and their side effects and health risks, please visit the Student Life Office on either campus or obtain information online at MIDLANDSTECH.EDU/about/compliance-and-consumer-information.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, TITLE IX AND AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College does not discriminate on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, pregnancy or military service in its administration of education policies, programs, activities or services; its admission policies; scholarship and loan programs; or employment.

Inquiries or complaints should be directed to Mr. Ian A. MacLean in his position as Interim Director of Internal Auditing and Risk Management and the Chief Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment and Disability Action. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, 803.822.3204.