

**Policy and Procedure Document
Virginia Institute of Marine Science
William & Mary**



Number: PPD - 0007
Subject: Drug Free Workplace

The intent of this Policy and Procedure Document is to ensure compliance with the federal Drug Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendments of 1989, the [Commonwealth of Virginia's, Department of Human Resources Management Policy No. 1.05](#) concerning alcohol and other drugs, and with William & Mary's policies concerning alcohol and other drugs in all cases as revised and updated.

As part of the orientation program, all new staff and faculty will be advised of the university's drug and alcohol policies and informed as to where and how full copies of those policies may be obtained.

All new students will be advised of the W&M's drug and alcohol policies and informed as to where and how full copies of those policies may be obtained.

The Virginia Institute of Marine Science does not condone the illegal use of controlled substances (drugs). Persons found using such substances at work or while representing the Institute may be subject to work sanctions potentially including dismissal as well as to criminal penalties. Additionally, persons found working or representing the Institute while impaired or under the influence of alcohol or drugs may be subject to sanction.

Some specific categories of employees, for example licensed vessel captains, additionally are subject to more stringent requirements that may include random and for-cause drug and alcohol testing. The applicability of these more stringent requirement are presented in separate documents (see PPD-0901, Vessel Operation, Training and Safety Policy)

Date: July 1, 2009