

2.2 Health and Environmental Safety Policies

2.2.1 Health Policies

2.2.1.1 Drug and Alcohol Abuse

It is the desire and obligation of SCUHS to provide a safe, healthful, and conducive educational environment by maintaining a drug abuse free atmosphere. It will be the policy of the University that it will not tolerate the unlawful or unauthorized manufacture, sale, possession, distribution, use or being under the influence of a controlled substance or alcohol while on University property or in any of its authorized programs whether on or off campus.

In keeping with the United States Department of Education statutory requirements of the Drug-Free Schools and Communities Act Amendments of 1989, as found in Public Law 101-226, that as a condition of receiving funds or any other form of financial assistance under any federal program, the University certifies that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Any violation of this policy will result in immediate disciplinary action, up to and including discharge or expulsion.

2.2.1.1.1 Drug and Alcohol Abuse Program

The Drug and Alcohol Abuse Program includes minimally a written annual distribution to each student and employee stating the standards of conduct that clearly prohibits the unlawful possession or distribution of illicit drugs and abuse of alcohol by students and employees; a description of applicable legal sanctions under local, state or federal law; a description of health risks associated with the use of illicit drugs and the abuse of alcohol; a description of available drug or alcohol counseling, treatment or rehabilitation or re-entry programs; a clear statement of the disciplinary sanctions that the University will impose on students and employees; and a biennial review by the University of its program to determine its program effectiveness and to ensure that disciplinary sanctions are consistently enforced.

2.2.1.1.2 Drug and Alcohol Abuse Standards of Conduct

The University, consistent with federal, state and local laws, prohibits the unlawful possession, use or distribution of illicit drugs and abuse of alcohol on its property or as part of any of its activities whether on or off campus. The University will impose sanctions on students or employees that are caught in the act of or been proven to be guilty of abusing drugs or alcohol on University property. The sanctions will be in keeping with the University regulations on Rules of Conduct for employees (see Volume III of the *SCUHS Policy Manual*) and Disciplinary Standards for students (see Volume VI of the *SCUHS Policy Manual*). This will include actions that can lead to suspension, dismissal, or termination with referral for prosecution.

2.2.1.1.2.1 Controlled Substances and Alcohol Abuse

All drugs listed in United States Code 21, Section 812, Schedules I-V are considered controlled substances including, but not limited to:

1. Opiates and opium derivatives (such as heroin, morphine, codeine);
2. Hallucinogenic substances (such as marijuana, LSD, phencyclidine, peyote);
3. Depressants (such as methaqualone, barbiturates);
4. Stimulants (such as amphetamines, methamphetamines);
5. Benzodiazepines (such as Valium, Librium);
6. Coca leaf derivatives (such as cocaine, “free base” or “crack” cocaine); and
7. All of their mixtures, derivatives, preparations, compounds, isomers, esters, ethers and salts.

All drugs that are prescribed by a licensed physician for medical purposes are not included in the drug abuse program unless the prescription is in itself abused and affects the employee or student while on University property.

Alcoholic beverages may be allowed on University property or at any University related functions whether on or off campus as long as it is in keeping with the Policy on Alcoholic Beverages on Campus and is not abused.

2.2.1.1.3 Drug and Alcohol Abuse Referral Service

The University has also established a referral resource for those employees or students who wish to avail themselves to any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs. All inquiries are held in the strictest of confidence and will not affect an employee’s job security or a student’s participation in the University.

The University does not subsidize any costs associated with such referral services or treatment programs. An employee may use sick leave to which he or she is entitled for the purpose of entering and participating in an alcohol or drug rehabilitation program. Once sick leave has been used, the employee may request a leave of absence as covered in the University’s Leave of Absence Policy.

2.2.1.1.4 Drug Free Workplace

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment, and operations, and in compliance with the Drug Free Workplace Act of 1988 and the applicable provisions of the California Government Code, and as a condition for receiving federal, state contractual funds or grants, the University has established a Drug Free Workplace policy concerning the use of drugs by employees. As a condition of continued employment with the University, each employee must abide by the University’s Drug Free Workplace Policy as set forth in Volume III of the *SCUHS Policy Manual*.

2.2.1.1.5 Serving Alcohol at University Sponsored Events

SCUHS recognizes the need for University departments and student organizations to raise money for their use through activities such as dances, dinners, entertaining campus visitors, or other fundraising events where the sale and/or consumption of alcoholic beverages is appropriate.

To support this need, SCUHS shall allow, upon approval, student body organizations, University departments, and outside groups to engage in the sale or dispersal of alcoholic beverages for the activities mentioned above. All individuals or groups not affiliated with the University shall not be allowed to bring or serve alcoholic beverages on campus unless they have liquor liability insurance coverage.

The University also recognizes that by allowing alcoholic beverages to be served or dispensed on campus property, the University may be held liable for damages and/or injuries either on or off campus that might arise due to over indulgence of alcohol consumption. Therefore, SCUHS shall limit the sale or consumption of alcoholic beverages on University property to beer and wine only. The University reserves the right to control the quantity of beverages dispensed to individuals through established University policies and procedures.

2.2.1.1.5.1 Legal Drinking Requirements

In compliance with the applicable laws of the State of California and the ordinances of Los Angeles County, the University will observe the following:

1. The legal drinking age in California is 21. The purchase, possession and consumption of alcoholic beverages on University property is prohibited for those under that age.
2. No person under the legal drinking age shall misrepresent his age or identity in any manner including, but not limited to, using any false identification for the purpose of purchasing or obtaining any alcoholic beverage.
3. Proof of age must be presented when requested by persons responsible for dispensing alcoholic beverages.
4. No alcoholic beverage shall be provided to any person who is in a state of noticeable intoxication.

2.2.1.1.5.2 Approval Process

Any persons, departments, or student body organizations of the University or outside groups who plan to sponsor or organize an event with the intention of selling or serving alcoholic beverages shall observe the following:

1. Obtain and receive approval for a Facilities Usage Permit from the Director of Auxiliary Services. This Facilities Permit shall state whether or not alcoholic beverages will be served or sold.
3. After the Facilities Permit has been approved, and before applying for a Temporary Liquor License, the sponsor must obtain from the President an approved letter of authorization to sell alcoholic beverages on University property. Before seeking Presidential approval, student and/or student clubs and organizations must receive written approval from the Office of Student Affairs.
4. The sponsoring party must then present the letter of authorization to the State Alcoholic Beverage Control Board (ABC) to apply for an approved Temporary Liquor License.

2.2.1.1.5.3 ABC License Procedures

Once approval is obtained, the sponsor must contact the Student Affairs Office to obtain an ABC License. Once an ABC License is obtained, the Director of Auxiliary Services shall be contacted, who shall ensure that the license is displayed at the event.

It is the responsibility of the Office of Student Affairs to supervise all alcoholic events to ensure the safety of the SCUHS community. Any student, faculty or staff not in compliance with the University's Serving Alcohol at University Sponsored Events or who otherwise violated University policy can be charged with misconduct.

2.2.1.1.5.4 Additional Guidelines

1. Alcoholic beverages are to be consumed only in the designated room(s) or enclosed boundaries approved for the event.
2. Proof of legal drinking age will be required at the bar.
3. Only those beverages served and provided by the sponsoring organization of an event are to be consumed. Individuals are not permitted to bring their own beverages to an event.
4. Drinking games will not be allowed.
5. No person may purchase or obtain alcohol for another person unless the person is present at the time of service, regardless of whether they are of legal drinking age.
6. Soft drinks and food will be made available for the duration of any activity where alcoholic beverages are served.
7. The University will discourage the inappropriate use of alcohol by any member of its community.

2.2.1.2 Communicable Diseases

The purpose of this policy is to establish guidelines for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community at SCUHS.

A communicable disease for the purposes of this policy is any disease that can be transmitted from one individual directly to another individual. Some communicable diseases can be spread by casual contact. For example, colds, flu, and tuberculosis can be spread from respiratory droplets that may be transmitted through coughing, sneezing, or a runny nose. Some communicable diseases require contact with an infected individual's blood, body fluids, or genitalia, such as Hepatitis B, the Human Immunodeficiency Virus (the virus that causes AIDS), chlamydia, genital herpes, and syphilis. This policy is concerned only with those communicable diseases that pose a significant threat to the life or health of others, and all references to "communicable diseases" herein are to be understood as having that more restricted meaning.

SCUHS will support, where feasible and practical, educational programs to enhance employee and student awareness and understanding of communicable diseases. Moreover, actions taken by the University regarding individuals with communicable diseases will comply with applicable laws, will be guided by medical advice that is current and well-informed, and will seek protect the rights and well-being of both the University community at large. Moreover, harassment of

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3.3.9 Drug and Alcohol Use

It is SCUHS' and ADP TotalSource's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

In keeping with the United States federal government requirements of the Drug-Free Workplace Act of 1988 as found in Public Law 100-690 and in keeping with Chapter 5.5 entitled, "Drug-Free Workplace," as found under Division 1 of Title 2 of the California Government Code, and as a condition for receiving federal, state contractual funds or grants, SCUHS employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on SCUHS premises and while conducting business-related activities off SCUHS premises. The legal use of legally obtained prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. In addition to the above, employees who drive any vehicle for University business must immediately report arrests for drugs or DUI, either on or off duty, to their supervisor.

In further compliance with the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify SCUHS and ADP TotalSource of a criminal conviction for drug-related activity occurring in the workplace or off University premises while conducting SCUHS business. A report of a conviction must be made to Human Resources within five days after the conviction. The term "conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence or both by any judicial body charged with responsibility to determine violations of state or federal criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within 10 days of receipt of notice of an employee conviction.

Violations of the University's Drug and Alcohol Use policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, ADP TotalSource has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program by calling (888) 231-7015. They may also wish to discuss these matters with their supervisor at SCUHS or the ADP TotalSource Employee Service Center at 800-554-1802 to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all SCUHS policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause SCUHS any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor at SCUHS or the ADP TotalSource Employee Service Center at 800-554-1802 without fear of reprisal.

3.3.10 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from either their immediate supervisor, a Campus Safety Officer, by email or phone. In these situations, time off from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

3.3.11 Employee Conduct

To ensure orderly operations and provide the best possible work environment, SCUHS and ADP TotalSource expect employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Supplying false or misleading information or withholding pertinent facts when applying for employment or during employment;
2. Personal use of company gas or credit cards;
3. Theft or inappropriate removal or possession of property;
4. Falsification of timekeeping records or other records in the transaction of University business;
5. Working under the influence of alcohol or illegal drugs;
6. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs or abuse of prescription drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
7. Failure or refusal to submit or consent to a required alcohol or drug test;
8. Fighting or threatening violence in the workplace;

9. Boisterous or disruptive activity in the workplace;
10. Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
11. Insubordination or other disrespectful conduct;
12. Engaging in unethical or illegal conduct;
13. Having a conflict of interest;
14. Violation of safety or health rules;
15. Smoking in prohibited areas;
16. Sexual or other unlawful or unwelcome harassment;
17. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
18. Excessive absenteeism or tardiness or any absence without notice;
19. Unauthorized absence from work station during the workday;
20. Unauthorized use of telephones, mail system, computer systems, or other employer-owned equipment;
21. Unauthorized disclosure of business “secrets” or confidential proprietary information;
22. Conduct that reflects adversely upon you, SCUHS, or ADP TotalSource;
23. Making or publishing false or malicious statements concerning an employee, supplier, client, SCUHS or ADP TotalSource;
24. Violation of personnel or other University policies and procedures;
25. Unsatisfactory performance or conduct or performance or conduct that does not meet the requirements of the position;
26. Violation of the University’s IT policies;
27. Failure to promptly report to your supervisor an on the job injury or accident involving an employee, visitor, equipment or property; falsely stating or making claims of injury;
28. Negligence that results in injury to an employee or a visitor;
29. Gambling on the job;
30. Sleeping while on duty;
31. Violation of appearance standards;
32. Abuse of break times and lunch periods;
33. Using University-owned or controlled material, time, equipment or personnel for any unauthorized purpose;
34. Other circumstances which warrant discipline.

Employment with SCUHS/ADP TotalSource is at the mutual consent of SCUHS/ADP TotalSource and the employee, and either party may terminate that relationship at any time, with or without reason, cause, and with or without advance notice.

3.3.12 *Employees with Disabilities*

SCUHS and ADP TotalSource are committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state law, and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis. Qualified individuals who wish to request a reasonable accommodation may contact Human Resources. Human Resources reserves the right to request additional documentation if the initial documentation the individual provides is incomplete or inadequate to determine the need for accommodations.

SCUHS and ADP TotalSource are also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. SCUHS and ADP TotalSource will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. SCUHS and ADP TotalSource are committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

3.3.13 *Equal Employment Opportunity*

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SCUHS and ADP TotalSource will be based on merit, qualifications, and abilities. Both SCUHS and ADP TotalSource are equal employment opportunity employers and do not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, sexual orientation, gender identity, genetic characteristics, marital status, pregnancy, childbirth or related individual conditions, medical condition (as defined by state law), military status, political affiliation, or any other characteristic protected by federal, state or local law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.

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4.8.2.1 Professional Conduct

Faculty shall maintain an attitude of professionalism at all times, but particularly in the preparation, presentation, and conduct of teaching and other duties. Specifically, they shall arrive promptly for classes, display proper appearance and conduct, utilize institutional materials and equipment appropriately, demonstrate a cooperative attitude towards their students and colleagues, and attend all scheduled meetings punctually. Moreover, faculty shall not be under the influence of or use alcoholic beverages, drugs, or other substances in such a manner as may detract from, interfere with, or impair their total professional performance; shall have syllabi, examinations, grades, scientific papers, and other reports and materials filed with the Vice President for Academic Affairs according to schedule, and posted appropriately; shall hold appropriate California licenses or be in the active pursuit of same; and shall maintain eligibility for professional liability insurance.

Finally, faculty shall also be expected to abide by the University's policies and procedures, including but not limited to the Employee Conduct and Conflict of Interest policies set forth in Volume III of the *SCUHS Policy Manual*. They shall work continually to improve their instructional abilities and effectiveness and incorporate new insights and information into the curriculum.

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SCUHS Academic Integrity Code in Volume V of the *SCUHS Policy Manual* for additional information.

6.5.1.3 Alcohol and Other Drugs

Students are expected to adhere to the University's Alcohol and Drug Policy, which can be found in Volume II, Section 2.2.1.1 of this Policy Manual. Failure to comply with the guidelines of this policy will result in disciplinary action.

6.5.1.4 Complicity

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Ethics or any other written University policy. A student who has knowledge of another committing or attempting to commit a violation of the Code of Ethics is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

6.5.1.5 Disrespectful Behavior

Disrespect shown by any student to an SCUHS official or to any member of the SCUHS community is inappropriate. Discriminatory, derogatory or rude behavior or remarks, in verbal, written or electronic form, will not be tolerated.

6.5.1.6 Disruptive Behavior

Disruptive behavior or obstruction of teaching, research, administration, clinical or other SCUHS activities distracts others from the educational focus necessary at a University. The following list, while not exhaustive, provides examples of typical disruptive behaviors:

1. Lewd, disorderly or indecent;
2. Breaching the peace on campus or aiding, abetting or procuring another person to breach the peace on SCUHS premises or at functions sponsored by, or participated in by the University;
3. Displaying conduct or behavior which disrupts the regular operations of classes, library, laboratories, clinic operations, or the residential or administrative community;
4. Disruption or obstruction of teaching, research or the operation or administration of any University program, including its public services functions on or off campus or online;
5. Disrupting University events or activities;
6. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at sponsored or supervised functions;
7. Obstructing access to any University building or any portion of the University facilities;
8. Inciting to action or participating in unauthorized activities resulting in destruction or damage of property;
9. Infringement upon the rights of others or actions that prejudice the maintenance of public order;