
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

SEPTEMBER 2019

The purpose of the Drug-Free Schools and Campuses Regulations is to implement Section 22 of the Drug-Free Schools and Communities Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a drug and alcohol abuse prevention program (DAAPP). In accordance with said regulations, Cogswell Polytechnical College implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees

Additionally, Cogswell Polytechnical College will annually distribute the following in writing to all students and employees:

- Standards of Conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of its activities;
- A description of the legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitative or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

Standards of Conduct and Sanctions

Cogswell will maintain a campus free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. School standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, controlled substances, or other illegal or dangerous drugs by students and staff members on campus or as part of any official sponsored off-campus activities (excluding moderate alcohol use at certain approved school-sponsored functions).

As noted in both the Employee Handbook and the Student Code of Conduct, the school will impose sanctions on students and employees up to and including dismissal and referral for prosecution for the violation of these standards. Additionally, students may be disciplined for off-campus activities including the illegal use of alcohol or drugs. Cogswell will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student or staff member who is found in possession of, using, or selling illegal drugs on campus; as well as anyone who is found to have broken the state laws regarding underage drinking.

Students

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol, are prohibited on any college owned or affiliated property. School policies prohibit students under the influence of alcohol or drugs from appearing on the campus or at student-related functions and activities. The following rules will be enforced uniformly with respect to all students:

- No alcoholic beverages will be brought to, or consumed on college property or during College sponsored events, except the moderate consumption of alcohol which may be permitted at designated Cogswell gatherings or under circumstances expressly authorized by the College.

- Cogswell College upholds the laws enforced by the state of California and does not permit persons under the age of 21 to consume alcohol. Students found in violation of this policy will be subject to the college's disciplinary procedures.
- Students residing in college housing are permitted to possess alcohol in college sponsored apartments provided that all residents are at least 21 years of age.
- All students, while on campus, at a College sponsored event, or while performing College activities, are prohibited from being under the influence of alcohol.
- The sale, possession, use, transfer, or purchase of an illegal drug or controlled substance on College property, during a College sponsored event, or while performing a College activity, is strictly prohibited.
- No prescription drug will be brought to, or consumed, on College property during a College sponsored event, or while performing a College activity, by any student other than the one for whom it is prescribed. Such drugs should be used only in the manner, combination, and quantity prescribed.

The Department of Student Life recognizes the importance of education and awareness concerning alcohol and other controlled substances. In an effort to better inform our students regarding the appropriate use of, risks associated with, and potential outcomes of alcohol use, the college provides programming and information available to all students. For more information about upcoming programs and available information and resources, please contact the Dean of Students.

The Controlled Substance and Alcohol policies are applicable to students residing in college sponsored or non-sponsored housing. Should the college become aware of an infraction that takes place off campus, in non-college sponsored housing, or while attending a college sponsored off-site event (including but not limited to conferences and conventions), the student will be subject to the regulations set forth by the Judicial Procedures and Disciplinary Actions guidelines.

Any student demonstrating violation of the Student Code of Conduct including, but not limited to, the prohibition of possession, use, or distribution of illicit drugs and alcohol, shall be subject to discipline, up to and including expulsion, in accordance with school policy and applicable law. For further discussion of the disciplinary procedures, please reference the Student Handbook.

Except for cases in which the institution previously imposed sanctions for the term or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term or other similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Employees

Cogswell believes that the use of drugs or alcohol, or being under the influence, may jeopardize the health, welfare and safety of our employees, students and visitors. Employees should not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or drugs, including medication.

Cogswell prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students on its property or as part of its activities. No alcoholic beverages will be brought to, or consumed on college property or during College sponsored events, except the moderate consumption of alcohol which may be permitted at sanctioned employee gatherings or under circumstances expressly authorized by the College.

The following are a violation of our policy:

- Use, sell, offer, possess, transfer, or purchase an illegal drug or controlled substance on College property, during a College sponsored event, or while performing a College activity.
- Consume or possess alcohol or transfer open containers of alcohol on campus except at sanctioned employee events.

- Unlawful possession, use, or distribution of alcohol. The consumption of alcohol by anyone under twenty-one years of age is illegal and is strictly prohibited on campus.
- Be under the influence, or give the appearance of being under the influence, of alcohol, while on Cogswell premises or conducting Cogswell business. To the extent that such use affects or gives the appearance of affecting the safety of co-workers, students or the general public, the employee’s job performance; or the safe or efficient operation of facilities or business.

Any employee who has knowledge of the violation of this Policy by another employee and does not report it to Cogswell management may also be subject to disciplinary action up to and including termination of employment.

Entering Cogswell’s property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks and work stations.

In the event of confirmation of prohibited possession, use, or distribution by an employee administrative or disciplinary action may include, but is not limited to, reprimand, suspension, or termination of employment or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program and/or arrest or referral to the appropriate law enforcement agency.

Other sanctions may include, but are not limited to, employee counseling sessions, written reprimands, formal discussions with supervisors, decision-making leave, and leave without pay.

Legal Sanctions

Violation of this policy may also lead to referral for prosecution to the appropriate local, state, and/or federal authorities. Some local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following provide more information regarding local, state and federal laws related to drugs and alcohol. Every law related to the unlawful possession, use, manufacture, sale or furnishing of alcohol and other drugs does not appear here. Members of the Cogswell community are responsible for abiding by all applicable laws.

State

The State of California has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current California state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings. Business and Professions Code 25662 BP / Vehicle Code 13202.5 VC. The State of California laws can be found on the California Legislature website at:

<http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=HSC&tocTitle=+Health+and+Safety+Code+-+HSC>

Federal

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual. Outlined below is information regarding federal trafficking penalties:

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense: Not less than 5 years, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense: Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 years, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Health Risks of Drugs and Alcohol Use

Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or non-consensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

The general categories of drugs and their effects are as follows:

- **ALCOHOL (e.g., Beer, Wine, and Liquor)** Has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects may include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

- **NARCOTICS (e.g., Heroin, Morphine, Hydrocodone, Oxycodone, Codeine, Vicodin, and Percocet)** Have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects may include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating
- **DEPRESSANTS (e.g., Barbiturates, Opiates, and Quaaludes)** Slows down the central nervous system and can cause slow heart and breathing rates, can lower blood pressure, as well as slow down one's reaction time. They also cause a person to be confused, have a sense of false of reality, convulsions, coma and death.
- **Other depressants (e.g., GHB or Liquid Ecstasy, Valium, Xanax, Ambien, and Barbiturates)** Have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects may include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.
- **DISSOCIATIVE DRUGS (Ketamine and PCP)** May cause a person to feel disassociated from their body, or feel detached from their surroundings. Users may experience feelings of detachment and distortions of space, time and body. They may become confused, experience panic, anxiety, depression, feelings of invulnerability or exaggerated strength. Users can exhibit violent behavior, loss of coordination, severe muscle contractions, kidney damage, convulsions and possible death.
- **HALLUCINOGENS (e.g., PCP, Mushrooms, Angel Dust, and LSD)** are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects may include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.
- **CANNABIS (e.g., Marijuana, Tetrahydrocannabinol [THC], and Hashish)** May result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects may include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.
- **INHALANTS (e.g., Amyl and Butyl Nitrite, and Nitrous Oxide)** Vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting,

respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

- **Predatory Drugs (Rohypnol and GHB)** These drugs are considered predatory because of their sedative effects. They can leave an individual with no recollection of what happened. They are colorless and odorless and when mixed with soda, alcohol and other beverage become virtually undetectable. They metabolize quickly and can become difficult to detect in as little as 12 hours. Possible effects may include distortion in perception, delirium and amnesia. Incapacitates user and can cause coma and seizures and amnesia. These drugs are often linked with sexual assault.
- **Club Drugs (Ecstasy)** A synthetic drug that has stimulating and psychoactive properties similar to methamphetamine. Possible effects may include increased euphoria, energy and emotional warmth as well as distortion in time perception and tactile experiences. It can also cause nausea, chills, sweating and muscle cramps. Users can experience impaired memory and learning, paranoia, psychotic behavior, hyperthermia, cardiac and liver toxicity, along with renal failure and death.
- **ANABOLIC STEROIDS (e.g., Testosterone)** May result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.
- **STIMULANTS (e.g., Cocaine, Amphetamines [Adderall], Methylphenidate, and Methamphetamine [Ritalin])** have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

Additionally, alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug; and can cause nausea, sweating, severe headaches, convulsions and death by overdose.

Further information on the health risks of alcohol abuse and illicit drug use can be found at:

http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf

Warning Signs of Drug and/or Alcohol Abuse

Some common behavior changes you may notice if someone you know is abusing drugs and alcohol are:

- Sudden or extreme change in friends, eating habits, sleeping patterns, physical appearance, coordination or school performance.
- Loss of interest in hobbies or family activities.
- Hostile or uncooperative attitude.
- Secrecy about actions or possessions.
- Stealing money or an unexplained need for money.
- Medicine containers, despite a lack of illness, or drug paraphernalia in the individual's room.
- An unusual chemical or medicine smell on the individual or in the individual's room.

Tips for Preventing Substance Abuse

The use of tobacco, alcohol, and other drugs is one of the biggest problems facing people today. There are no guarantees that someone you love will not choose to use drugs, but you can influence that decision by:

- Not using drugs yourself.
- Providing guidance and clear rules about not using drugs.
- Spending time with your loved one sharing the good and the bad times.

Use the following tips to help guide thoughts and behaviors about drugs:

- Talk honestly. Don't wait to have "the drug talk" with someone. Make discussions about tobacco, alcohol, and other drugs part of your daily conversation. Know the facts about how drugs can harm. Clear up any wrong information, such as "everybody drinks" or "marijuana won't hurt you." Be clear about personal rules for and legal implications of the use of tobacco, alcohol, and other drugs.
- Really listen. Encourage questions and concerns about tobacco, alcohol, and other drugs. Do not do all the talking or give long lectures.
- Help develop self-confidence. Look for all the good things in yourself or someone you care about-- and then tell them (or yourself) how proud you are. If you need to correct, criticize the action, not the person. Praise efforts as well as successes.
- Help develop strong values. Talk about your personal values.
- Be a good example. Your own habits and thoughts about tobacco, alcohol, and other drugs make an impression. Your actions speak louder than words.
- Help deal with peer pressure and acceptance. Discuss the importance of being an individual and the meaning of real friendships. You do not have to do something wrong just to feel accepted. Remind yourself that a real friend won't care if he does not use tobacco, alcohol, and other drugs.
- Encourage healthy, creative activities. Look for ways to get involved in athletics, hobbies, school clubs, and other activities that reduce boredom and excess free time. Develop positive friendships and interests. Look for activities that you can do together.
- Know what to do if someone you love has a drug problem. Realize that no one is immune to drugs. Learn the signs of drug use. Take seriously any concerns you hear from friends, family, or other students about possible drug use. Trust your instincts. If you truly feel that something is wrong, it probably is. If there's a problem, seek professional help.

Drug and Alcohol Assistance Services

Prevention and treatment start with acknowledgement of an existing problem, addressing the consequences of your choices, improving resistance skills and addressing problematic use or addiction by getting help. To obtain information on drug and alcohol prevention and treatment facilities, you may contact the Dean of Students or the Director of Human Resources.

You may also contact any of the following counseling facilities for assessment, treatment, and referrals:

- In an emergency, call 911.
- San Jose Addiction Services: (800)304-2219 <https://www.addicted.org/san-jose-addiction-services.html>
- Santa Clara County Department of Alcohol and Drug Services: (408)272-6518 (800)488-9199
http://santaclara.networkofcare.org/mh/services/agency.aspx?pid=SantaClaraCountyDepartmentofAlcoholandDrugServicesFamilyChildrenCommunityServicesDivision_356_2_0
- Santa Clara Substance Use Disorder Treatment Programs:
<http://santaclara.networkofcare.org/mh/services/subcategory.aspx?tax=RX-8450>
- San Jose Narcotics Anonymous: (408)998-4200 <http://www.sina.org/>
- San Jose Alcoholics Anonymous: (408)374-8511 <https://aasanjose.org/>
- National Alcohol and Drug Abuse Helpline: (800)821-4357
- Alcohol Abuse 24-Hour Hotline: (800)950-7226
- American Addiction Centers: (877)586-6887

Students

Students seeking support for drug and alcohol related issues should visit the Student Services Department. Student Services will refer students to local drug and alcohol treatment centers or work with students individually to find a service provider. Pamphlets and general information regarding illegal drugs and alcohol abuse are also available in the Student Services Department.

Students may also contact SAMHSA's (Substance Abuse and Mental Health Services Administration) National Helpline. SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental health and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations.

SAMHSA's National Helpline: 1-800-662-HELP (4357) or <https://www.samhsa.gov/>

Employees

Cogswell Polytechnical College sponsors an Employee Assistance Program (EAP). The EAP has a 24-hour Crisis Line where a clinician can evaluate needs and make referrals, the EAP provides up to three (3) free sessions of confidential counseling and support services; additional services are available for a fee. Pamphlets and general information regarding drug dependency and alcohol abuse are also available thru the EAP.

Contact the Human Resources Department for more information, or reach out directly to the Employee Assistance Program's 24-Hour confidential counseling and referral service:

UNUM Work-Life Balance Employee Assistance Program: (800)854-1446 or www.lifebalance.net

This information is provided in compliance with the Drug-Free Schools and Communities Act.