

## Drug and Alcohol Abuse Prevention Program

<b>Office Responsible</b>	Deans of respective Faculties
<b>Area Information is located</b>	PUMS website <a href="http://www.pums.ump.edu.pl">www.pums.ump.edu.pl</a>
<b>Date Document was last updated</b>	May 7, 2012
<b>Date Policy and Procedure was last updated</b>	October 1, 2011

### Required Certification (668.14(c))

**In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution.**

The University has the following regulations regarding the use of illegal substances and alcoholic beverages.

I. With respect to students, the University has the following regulations in Item VII of the Student Regulations in the English language programs:

#### Use of illegal substances

The University regards each individual's actions as his or her personal responsibility, but emphasizes that the possession, use or distribution of illegal drugs on University premises will not be tolerated. Upon finding evidence of the unlawful possession, use or distribution of drugs on the premises by any student, the University will take appropriate action including probation, suspension or expulsion.

#### Alcoholic beverages

The possession or use of alcoholic beverages on the campus is discouraged. Alcohol is banned at all times and in all circumstances in University dormitories. Upon finding evidence of violations of this policy by any student, the University will take appropriate disciplinary action that includes probation, suspension, or expulsion.

II. With respect to its employees, the University has the following regulations in Item 2, Section II of the Employee Regulations of the Poznan University of Medical Sciences:

1. Employees are not allowed to be present on the University premises while under the influence of alcohol or other illegal substances. Any violation of this regulation is an infringement on employee conduct.

2. Upon finding the evidence or suspicion of employee intoxication, the supervisor of that unit or a designated person in the presence of at least one witness should:

a. Remove the employee from the work station.

b. Write down a report that contains:

- a detailed description of the circumstances,

- the time of employee removal from the job site and a recommendation of the statutory disciplinary action according to current regulations.

c. Promptly, but no later than 24 hours, deliver the report to the Human Resources department.

3. In a justified situation, the supervisor of the unit may summon the police.

4. The employee who has been suspected of being intoxicated, and who disagrees with this accusation, immediately after receiving the charge should submit to an alcohol blood test at an authorized blood testing laboratory. If the police were to become involved, a reading on the alcohol breath analyzer could also serve as evidence in this case.

5. Based on the report, the Human Resources Department schedules a meeting with the employee and prepares his/her statement.

6. The procedures described in Items 2 – 5 above are followed accordingly in the cases of an employee suspected of being under the influence of illegal substances.

The issues of drug addiction prevention are directly regulated in Poland by the legal rules and acts on — drug addiction prevention, and education and alcoholism prevention.