



Cold Spring Harbor Laboratory

ALCOHOL USE POLICY

1.0 PURPOSE

To ensure the responsible use of alcoholic beverages within the Laboratory community.

2.0 SCOPE

This policy applies to all employees, students and visitors to Cold Spring Harbor Laboratory.

3.0 RESPONSIBILITY

The interpretation and administration of this policy shall be the responsibility of the Vice President, Human Resources.

4.0 POLICY

Alcohol may be consumed in accordance with this policy and New York State law at CSHL-sponsored and/or affiliated events and at authorized locations on CSHL premises.

Consumption of alcohol does not excuse a person from the legal or disciplinary consequences of disorderly or inappropriate conduct.

Alcoholic beverages should not be consumed on CSHL premises, except (in moderation) at authorized Laboratory-sponsored events.

Events sponsored by the Laboratory are regulated by the following alcohol service guidelines:

- Alcoholic beverages will only be served by trained Culinary staff on CSHL premises.
- Employees, students and guests should not bring alcoholic beverages to any area of the Laboratory premises, including recreational areas, at any time. Nor should employees, students and guests bring alcoholic beverages for use during and/or after CSHL-sponsored events.
- Excessive consumption of alcoholic beverages is prohibited under any circumstance. Trained beverage serving staff will supervise employees, students and guests who are served alcoholic beverages. Beverage serving staff, in conjunction with the Laboratory's security department, may provide transportation and/or temporary housing if needed.
- The Blackford Hall Bar is open to employees, students and guests only. Alcoholic beverages will be served only during designated hours. The sale of take-out alcoholic beverages is prohibited.
- Alcoholic beverages may be purchased, possessed or consumed only by individuals who have attained the age of 21. Bartenders are instructed to check proof of legal age. The use of false ID is prohibited.
- The unauthorized consumption of alcohol or possession of an open container of alcohol is prohibited in all areas of the Laboratory.
- Requests regarding the planning of an event involving the service of alcoholic beverages may be addressed to our Culinary Services Events Department at ext. #6838.

Violation of this policy may result in disciplinary action up to and including termination or expulsion from the Laboratory.

5.0 SERVICES

Resources available for those in need of assistance for alcohol related problems are as follows:

- Optum – Employee Assistance Program
1-866-248-4094 (press 2 to identify as an EAP member)
<http://intranet.cshl.edu/Human-Resources/care-24-employee-assistance-plan.html>
- United Behavioral Health
1-866-633-2446
<https://www.liveandworkwell.com/public/> (type in access code “UHC”)
- US Department of Health and Human Services
<http://www.hhs.gov/safety/index.html#drinking>
- CSHL Center for Health and Wellness
Dolan Building – East Wing, Room 111
<http://intranet.cshl.edu/Human-Resources/center-for-health-and-wellness.html>
516-422-4422
Email: CSHLWellness@NSHS.edu

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to interpret, administer, revise, supplement, or rescind policies as it deems appropriate.