



# Cold Spring Harbor Laboratory

## DRUG-FREE WORKPLACE POLICY

### 1.0 PURPOSE

The Laboratory has a vital interest in ensuring a safe, healthy and efficient working environment and in preventing accidents and injuries resulting from the misuse of alcohol or drugs. The unlawful or improper presence or use of drugs or alcohol in the workplace presents a danger to everyone. For these reasons, the Laboratory has established the following drug-free workplace policy.

### 2.0 SCOPE

This policy applies to all employees and students of Cold Spring Harbor Laboratory. For the purposes of this document:

**“Workplace”** refers to all locations and premises owned or operated by CSHL, including Laboratory housing;

**“Laboratory”** refers to Cold Spring Harbor Laboratory and the Watson School of Biological Sciences;

**“Termination”** refers to an employee’s termination or a student’s expulsion;

**“Employee”** refers to employees and students of 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

The federal government and Cold Spring Harbor Laboratory recognize that society faces a growing problem of substance abuse. Many individuals abuse alcohol and/or drugs or use drugs unlawfully. The problems of substance abuse in society generally affect far more than just the abusers' own health. In particular, the safety of coworkers, customers, and the public at large is threatened by substance abusers. Moreover, substance abuse by employees or students of Cold Spring Harbor Laboratory may adversely affect the reputation and integrity of the Laboratory.

It is the goal of the Laboratory to create a drug-free atmosphere in the workplace. To that end, listed below are activities considered to be misconduct and that could lead to disciplinary action, up to and including termination or expulsion from the Laboratory. The policy also informs students and employees about the adverse effects of drug and alcohol abuse, describes the legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol, and advises them of counseling and rehabilitation services that are available.

Compliance with this policy is a condition of employment at the Laboratory. Each new employee/student shall at the time of hire/matriculation be provided with both a copy of the policy and an acknowledgment form. The new employee/student is to read the policy and sign the form before being permitted to work or matriculate.

4.1 **Covered Substances.** The following substances are covered by this policy:

- Alcoholic beverages of any kind, and
- Controlled and/or illegal drugs or substances which include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.

4.2 **Health Risks of Alcohol and Drug Abuse**

The abuse of either alcohol or lawful or illegal drugs can pose serious health risks to users and others. Abuse can also lead to physical and psychological dependence. A chart describing the health risks associated with drug use is attached. (See Appendix A.)

4.3 **Prohibited Activities and Sanctions.** The following activities are prohibited while an employee is on the Laboratory's premises or otherwise engaged in Laboratory business:

- The unlawful manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of alcohol or any controlled substance.
- The consumption of alcoholic beverages, except at Laboratory-sponsored events and only by individuals of legal age, where such consumption is authorized in advance; provided, however, that employees and students are expected to use common sense and good judgment at all times. Employees or students who drink to excess at Laboratory-sponsored events may be subject to disciplinary action, up to and including termination from the Laboratory.
- Being under the influence of alcohol or any controlled substances during business hours whether or not consumed on Laboratory premises and whether or not consumed outside of or during working hours; this includes being impaired by lawfully prescribed drugs that have been abused; and
- Performing duties while under the influence of alcohol or any controlled substances regardless of whether the employee or student is on or off the premises of the Laboratory.

An employee or student who engages in such conduct is subject to disciplinary action, up to and including termination or expulsion. In certain circumstances (within management's discretion) employees who violate this policy may be offered the opportunity to be evaluated or assessed by a substance abuse professional and to comply with recommendations for treatment or rehabilitation, if any. Violations of this policy may result in referral for prosecution.

Employees or students convicted for a controlled substance-related violation occurring within the workplace or while engaged in Laboratory business must notify the Vice President, Human Resources within five (5) days of such conviction. If this employee or student performs work under a federal contract or grant, the Laboratory will advise the applicable federal contracting agency of such conviction within ten (10) days of receiving such notification or other actual notice. Failure on the part of the employee or student to provide such notification will result in disciplinary action, including termination or expulsion.

Employees who are found guilty of violating any local, state or federal laws concerning alcohol and drugs may be subject to penalties including fines and mandatory prison terms. Detailed information on local, state and federal laws concerning drugs and alcohol is available in the Human Resources Department.

4.4 **Prescription and Over-the Counter Medications.** The prohibitions in this policy concerning drugs do not apply to prescription or over-the-counter medications taken by employees in safety-sensitive positions which:

(a) have been lawfully prescribed to, or obtained by, the employee;

(b) are being used by the employee in accordance with the prescription's guidelines or product label; and

(c) before reporting to work under the influence of such medication, the employee has inquired whether the drug manufacturer or the employee's physician warns against driving, operating machinery or performing other work-related safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform his or her supervisor of such restrictions before reporting to work under the influence of such substances. When informing his or her supervisor(s) or the Human Resources Director of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. The Lab will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed. Any employee reporting to work in a safety-sensitive position without first advising the Company about warnings accompanying lawfully prescribed or obtained medications will be subject to corrective action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this rule.

## 5.0 COUNSELING AND REFERRAL SERVICES

Information about the dangers of substance abuse is available in the Human Resources department. Additional information is also available from the U.S. Department of Health and Human Services at <http://www.hhs.gov/safety/index.html#drinking>.

Any employee/student who wishes to receive information regarding counseling, rehabilitation, and the Laboratory's employee assistance program may request such information from the Human Resources website, the Human Resources Department, or may call the employee assistance group directly.

Resources available for those in need of assistance for alcohol or drug related issues 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”)

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.

**APPENDIX A**  
**Health Risks Associated with the Use of Illicit Drugs**

<b><u>Drugs</u></b>	<b><u>Physical Dependence</u></b>	<b><u>Psychological Dependence</u></b>	<b><u>Possible Effects</u></b>	<b><u>Effects of Overdose</u></b>	<b><u>Withdrawal Syndrome</u></b>
<b>NARCOTICS</b>					
<b>Heroin</b>	High	High			Yawning
<b>Morphine</b>	High	High			Loss of appetite
<b>Codeine</b>	Moderate	Moderate	Euphoria	Slow and shallow breathing	Irritability
<b>Hydrocodone</b>	High	High	Drowsiness	Clammy skin	Tremors
<b>Hydromorphone</b>	High	High	Respiratory depression	Convulsions	Panic Cramps
<b>Oxycodone</b>	High	High	Constricted pupils	Coma	Nausea
<b>Methadone and LAAM</b>	High	High	Nausea	Possible death	Runny nose
<b>Fentanyl and Analogs</b>	High	High			Chills and sweating
<b>Other Narcotics</b>	High-Low	High-Low			Watery eyes
<b>DEPRESSANTS</b>					
<b>Chloral Hydrate</b>	Moderate	Moderate	Slurred speech	Shallow respiration	Anxiety
<b>Barbiturates</b>	High-Moderate	High-Moderate	Disorientation	Clammy skin	Insomnia
<b>Benzodiazepines</b>	Low	Low	Drunken behavior without odor of alcohol	Dilated pupils Weak and rapid pulse	Tremors Delirium
<b>Glutethimide</b>	High	Moderate		Coma	Convulsions
<b>Other Depressants</b>	Moderate	Moderate		Possible death	Possible death
<b>STIMULANTS</b>					
<b>Cocaine</b>	Possible	High	Increased alertness	Agitation	Apathy
<b>Amphetamine/Methamphetamine</b>	Possible	High	Euphoria Increased pulse rate and blood pressure Excitation	Increased body temperature Hallucinations Convulsions	Long periods of sleep Irritability Depression
<b>Methylphenidate</b>	Possible	High	Insomnia	Possible death	Disorientation
<b>Other Stimulants</b>	Possible	High	Loss of appetite		

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<b>CANNIBIS</b>					
<b>Marijuana</b>	Unknown	Moderate	Euphoria Relaxed inhibitions	Fatigue Paranoia	Occasional reports of insomnia
<b>Tetrahydrocannabinol</b>	Unknown	Moderate	Increased appetite	Possible Psychosis	Hyperactivity
<b>Hashish and Hashish Oil</b>	Unknown	Moderate	Disorientation		Decreased appetite
<b>HALLUCINOGENS</b>					
<b>LSD</b>	None	Unknown	Illusions and hallucinations	Longer	Unknown
<b>Mescaline and Peyote</b>	None	Unknown	Altered perception of time and distance	More intense "trip" episodes	
<b>Amphetamine Variants</b>	Unknown	Unknown		Psychosis	
<b>Phencyclidine and Analogs</b>	Unknown	High		Possible death	
<b>Other Hallucinogens</b>	None	Unknown			
<b>ANABOLIC STEROIDS</b>					
<b>Testosterone (Cypionate, Enanthate)</b>	Unknown	Unknown	Virilization Acne	Unknown	Possible depression
<b>Nandrolone (Decanoate, Phenpropionate)</b>	Unknown	Unknown	Testicular atrophy Gynecomastia Aggressive behavior		
<b>Oxymetholone</b>	Unknown	Unknown	Edema		