



# Drug-Free Workplace Policy

Elite Institute of Cosmetology is proud to be a drug-free work place, complying with the Drug Free Work Place Act, and the Drug Free Schools and Communities Act.

Elite Institute of Cosmetology urges all students and employees to make the choice not to use street drugs or controlled substances without a prescription (collectively, “illegal drugs”) or to engage in any illegal or excessive consumption of alcohol. The reason is simple: We are dedicated to the advancement and well-being of our students and employees. Poor choices concerning alcohol and other drugs (“AOD”) put you, your families, and your academic and professional goals at risk. These risks include dangers to health and safety — your own and others’ — and the potential for serious penalties imposed by Elite Institute of Cosmetology and within the criminal justice system.

At Elite Institute of Cosmetology, any possession, use or distribution of alcohol and illegal drugs by students and employees is strictly prohibited on campus or while participating in Elite Institute of Cosmetology-sponsored activities at any location; provided, however, that Elite Institute of Cosmetology may from time to time make exceptions for alcoholic beverages at employee events that are (1) off campus and (2) do not involve students, at which employees will be subject to procedures to prevent illegal or excessive consumption. Students and employees, without regard to age, are also prohibited from being on campus while intoxicated or impaired from alcohol or other drugs. If Elite Institute of Cosmetology management develops a reasonable suspicion that a student or employee of Elite Institute of Cosmetology is under the influence in this manner, that individual will be required to leave the premises after arranging for safe transportation. If he or she is unable or unwilling to assist in arranging safe transportation, Elite Institute of Cosmetology will contact the local police department for direction and assistance. Any student or employee who is determined after an investigation to have committed a violation of this policy will be subject to disciplinary action, up to and including termination of enrollment or employment, respectively.

During New Student Orientation, each newly enrolled student receives a paper copy of this policy along with the Student Catalog and Annual Security Report. This Policy is also posted in printable format on Elite Institute of Cosmetology’s website at [www.iloveelite.com](http://www.iloveelite.com).

Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial employment agreement. It will be read, and the signature page will be returned with the employment agreement. Annually, the Administrative department will be responsible for distributing the policy to current staff employees.

The Educator Director provides an overall coordination of the Drug-Free School Program. Drug and Alcohol education materials are available to students and employees. The school conducts a yearly review of its Drug-Free Workplace Policy to determine the program’s effectiveness, any needed changes, the number of drug- and alcohol-related violations and fatalities, and the number and type of sanctions imposed.



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Elite Institute of Cosmetology has developed a policy to prevent the illicit use of drugs and the abuse of alcohol by students and employees on campus or at off campus student related activities. The policy provides services related to drug use and abuse including dissemination of informational materials, disciplinary actions and a list of educational programs, counseling services, and treatment programs.

## ***Alcoholic Beverages***

The possession, sale or the furnishing of alcohol at Elite Institute of Cosmetology is governed by Elite Institute of Cosmetology's Drug and Alcohol Policy and state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the state's Department of Commerce. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Managing Director and Educator Director and local law enforcement agencies. Elite Institute of Cosmetology has been designated "Drug free" and in no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the all staff and local law enforcement agencies. Violators are subject to Elite Institute of Cosmetology disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of Elite Institute of Cosmetology's Drug and Alcohol Policy for anyone to consume or possess alcohol in any public or private area of Elite Institute of Cosmetology. Students and employees violating alcohol/substance policies or laws will be subject to discipline by Elite Institute of Cosmetology. For more information, please refer to the most recent student/staff handbook.

## ***Health Risks Associated with Alcohol***

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver. Mothers 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. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

## ***Health Risks Associated with Illegal Drugs***



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Similarly, there are health risks associated with substance abuse and/or illegal drugs. It can cause very serious health and behavioral problems, including short-and long-term effects upon both the body (physiological) and mind (psychological), as well as impairment of learning ability, memory, and performance. Health risks associated with the use of illicit drugs and abuse of alcohol include physical dependence, convulsions, coma, hallucinations, nausea, depression, insomnia, agitation, psychosis, disorientation, and death. IV drug use is also commonly associated with HIV/AIDS.

For additional information on health risks of substance abuse, see:  
<http://www.drugabuse.gov/related-topics/medical-consequences-drug-abuse>.

### ***Illegal Drug Possession***

Elite Institute of Cosmetology has been designated “Drug-free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Owner, all staff and local law enforcement agencies. Violators are subject to Elite Institute of Cosmetology’s disciplinary action, criminal prosecution, fine and imprisonment.

### ***Disciplinary Action for Weapons, Drug, and Alcohol Violation***

Elite Institute of Cosmetology is committed to helping students meet their educational and career goals. Employees are held to a high standard and are required to conduct themselves in a professional manner. When students or employees violate weapon, drug, or alcohol laws, disciplinary action will result as described. Elite Institute of Cosmetology provides assistance in obtaining an appropriate referral to a counseling or rehabilitation agency.

The results of any investigation are available upon request to victims or if necessary, the victims next of kin as determined and required by Federal and State laws.

### ***Legal Sanctions – Laws Governing Alcohol***

The Clery Act requires Elite Institute of Cosmetology to inform students and employees of laws governing Alcohol. The State of Ohio has set 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the State Department of Commerce.

### ***Elite Institute of Cosmetology Sanctions***

A violation of any law regarding the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees is also a violation of Elite Institute of Cosmetology’s Drug and Alcohol policy and will be treated as a separate disciplinary matter by Elite Institute of Cosmetology. For more information, please refer to the most recent student/staff handbook.

After alleged misconduct becomes known to school administrators, the student will be given notice of the possibility of sanctions and the reasons for the sanctions. The student will be given an opportunity to meet with the Educator Director and/or Managing Director to explain his/her actions. The student will receive written notification if and what sanctions are to be imposed.



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## Laws Relating to Drug Violations

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance.

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500-4,999 grams mixture	<b>First offense:</b> Not less than five years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life imprisonment. Fine of not more than \$2 million if an individual, \$5 million if not an individual.  <b>Second offense:</b> Not less than 10 years, and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kilograms or more mixture	<b>First offense:</b> Not less than 10 years, and not more than life imprisonment. If death or serious injury, not less than 20 years or more than life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second offense:</b> Not less than 20 years, and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>Two or more prior offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	28-278 grams mixture		279 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kilogram or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 grams or more pure or 1 kilogram or more mixture		
<b>Penalties</b>				
Other Schedule I and II Drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First offense:</b> Not more than 20 years. If death or serious injury, not less than 20 years, or more than life imprisonment. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second offense:</b> Not more than 30 years. If death or serious injury, not less than life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram or more			
Other Schedule III Drugs	Any amount	<b>First offense:</b> Not more than five years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 milligrams	<b>Second offense:</b> Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Other Schedule IV Drugs	Any amount	<b>First offense:</b> Not more than three years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 milligrams	<b>Second offense:</b> Not more than six years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V Drugs	Any amount	<b>First offense:</b> Not more than one year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second offense:</b> Not more than two years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		



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Drug	Quantity	First Offense	Second Offense
<b>Marijuana</b>	1,000 kilograms or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life imprisonment.</li> <li>• If death or serious injury, not less than 20 years, not more than life imprisonment.</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life imprisonment.</li> <li>• If death or serious injury, mandatory life imprisonment.</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual.</li> </ul>
<b>Marijuana</b>	100 kilograms to 999 kilograms mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than five years, not more than 40 years.</li> <li>• If death or serious injury, not less than 20 years, not more than life imprisonment.</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life imprisonment.</li> <li>• If death or serious injury, mandatory life imprisonment.</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual.</li> </ul>
<b>Marijuana</b>	more than 10 kilograms hashish; 50 to 99 kilogram mixture more than 1 kilogram of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years.</li> <li>• If death or serious injury, not less than 20 years, not more than life imprisonment.</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, mandatory life imprisonment.</li> <li>• Fine \$2 million if an individual, \$10 million if other than an individual.</li> </ul>
<b>Marijuana</b>	1 to 49 plants; less than 50 kilogram mixture	<ul style="list-style-type: none"> <li>• Not more than five years.</li> <li>• Fine not more than \$250,000, \$1 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years.</li> <li>• Fine \$500,000 if an individual, \$2 million if other than an individual.</li> </ul>
<b>Hashish</b>	10 kilograms or less		
<b>Hashish Oil</b>	1 kilogram or less		

*\*From the US Drug Enforcement Administration\**

## Information and Treatment Centers

- National Institute on Drug Abuse 301-443-1124
- Alcohol Abuse 888-491-6121
- National Institute of Alcohol Abuse and Alcoholism 888-696-4222
- Alcohol Drug Addiction & Mental Health Service 740-354-5648
- Board of Adams, Lawrence and Scioto County  
803 ½ Chillicothe Street Portsmouth, OH 45662
- The Counseling Center (domestic abuse, eating disorders, pregnancy counseling)  
1634 11th Street Portsmouth, OH 45662
- Drug Abuse Rehabilitation Treatment Center 800-405-8409
- Drug Poison Information Center 800-222-1222
- Drug Abuse Accredited 24 HR Helpline&Treatment 800-374-2800
- Shawnee Mental Health Centers 740-354-7702  
901 Washington St. Portsmouth, OH 45662
- Compass Community Health 740-355-7102  
1634 Eleventh St. Portsmouth, OH 45662



# Drug-Free Workplace Policy

By signing this document, the employee or student agrees to abide by Elite Institute Cosmetology's Drug-Free Workplace Policy and understands the sanctions associated with violating such policy.

**Check one:**

- Staff
- Student

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*Print Name*

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*Signature*

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*Date*