

Employees found using tobacco products on campus will be referred to their immediate supervisor and may be subject to disciplinary action as defined in the Disciplinary Procedures policy in the Employee Handbook.

Students found using tobacco products on campus will be referred to the Vice President for Student Life and may be subject to disciplinary action per the Student Conduct Policy as defined in the Student Handbook.

Organizers and attendees at events, such as meetings, seminars, social and sporting events, using AIB facilities will be required to abide by the College's Tobacco-Free Policy. Organizers of such events are responsible for communicating and enforcing the policy.

Smoking violations can be reported to the Safety Office, 246-3984.

For more information about the Iowa Smokefree Air Act, go to www.iowasmokefreeair.gov.

USE OF ALCOHOL AND CONTROLLED SUBSTANCES

The College is opposed to the illegal or irresponsible use of alcohol, and expects its students and employees to obey local, state, and federal laws concerning the possession, use, or distribution of alcoholic substances. With regard to employees, the College expects all faculty, staff, and student employees to report to work free of the influence of alcohol and to refrain from the use of alcohol at all times during the performance of their job, except during those social events where the serving of alcohol has been approved by the College.

The manufacture, sale, distribution, possession, or use of controlled substances by students or employees is prohibited at any time:

1. in, on, or about the college campus and property;
2. at or as a part of any on-campus or off-campus College sponsored event or activity; and
3. during the performance of one's duties as an employee.

Employees are expected to conduct themselves in a professional manner. The College discourages any off-duty conduct involving alcohol or controlled substances where such activities result in unfavorable publicity to the College, or impair the credibility or ability of the employee to do his/her job, or result in the conviction of any federal, state, or local law.

To help the College maintain an alcohol- and drug-free workplace, should an employee become aware of another employee possessing, using, selling, purchasing, distributing alcohol or controlled substances while on the job, the employee is expected to take prompt action to report the circumstances to their supervisor, who in turn will immediately notify the Vice President for Student Life.

As a condition of employment with the College, employees are required to notify the College of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. The College is required to notify the appropriate Federal agency within ten days of receiving notice of any such conviction.

This policy is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101, requiring the College to adopt and implement a policy and program to prevent the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol by

students and employees. It is also in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. All employees sign the Drug-Free Workplace Statement at the beginning of employment with AIB. The signed statement is placed in the employee's employment personnel file.

Prescribed Medications/Over-the-Counter Prescriptions

Prescribed medications are permitted, provided they do not adversely affect job performance, the safety of the employee, or other individuals in the workplace. Employees are expected to follow all directions, restrictions, and/or warnings for any prescribed or over-the-counter medications/drugs.

Discipline

Employees found in violation of this policy are subject to disciplinary action up to, and including, termination. Employees found to engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace will result in termination of employment. An employee convicted of any alcohol- or drug-related offense within or outside the workplace may be subject to disciplinary action up to, and including, termination. Offenses may include, but not limited to: using, selling, or possessing any unlawful controlled substance without a medical prescription, reporting to work under the influence of alcohol or using alcohol in the workplace.

When any member of the College community has been charged with possession, use, distribution, or sale of marijuana, cocaine, amphetamine, or any other controlled substance as outlined by the Federal and State Controlled Substance Act, the College will cooperate fully with law enforcement agencies.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

In accordance with the Uniform Crime Reporting Procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College is required to disclose crime statistics for the past three years. This information is available at our website: www.aib.edu (click on the Student Services link, then Campus Safety Report). A paper copy of the report can be requested from the Vice President for Student Life. To request a paper copy of the report or if you have any questions concerning the report, please contact the Vice President for Student Life office at 515-244-4221.

EMPLOYEE CONFIDENTIALITY AGREEMENT

AIB College of Business employees (including faculty, staff, student workers, interns, and volunteers) and volunteers support a variety of College functions. Employees will, as part of their duties, need to access individual and personal student information from various sources, including, but not limited to, the Registrar's records, student loan records, student financial records, personnel records, and academic records. With respect to these records and information, and all other confidential AIB information and records, the employee has read, understands, and agrees to the following: