



Policy Name: Policy Prohibiting Tobacco, Alcohol and Illegal Drug Use

Policy Number: 3114

I. Policy Statement

Hebrew Union College-Jewish Institute of Religion is a Smoke-Free and Drug-Free College-Institute and prohibits use of tobacco, alcohol, and/or illegal drugs in the workplace and on HUC-JIR premises to protect, improve and sustain the health and well-being of its employees, students and community members.

II. Purpose of Policy

HUC-JIR's policy prohibiting tobacco, alcohol and illegal drug use in the workplace and on HUC-JIR premises is designed to address concern for the health and well-being of its employees. The policy also ensures that HUC-JIR complies with the federal Drug-Free Workplace Act of 1988 and the Drug Free Schools and communities Act Amendments of 1989.

III. Applicability (Audience)

The policy prohibiting tobacco, alcohol and illegal drug use in the workplace and on HUC-JIR premises (campuses and facilities) applies to all employees, temporary workers, contractors, students, customers and visitors.

IV. Definitions

Smoking - means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, electronic cigarette or other lighted smoking device, for burning any form of tobacco products or any other plant, including smokeless tobacco.

V. Procedures and Implementation

Smoking and Use of Tobacco Products

Tobacco usage on HUC-JIR campuses and facilities is prohibited. This policy relates to all work areas at all times, including before and after normal working hours.

Use of Alcohol and Illegal Drugs

Most Recent Revision Effective Date: 6.2022
Initial Adoption Date: 6.2020
Previous Revision Dates: 5.2022



Alcohol and drug use in the workplace is highly detrimental to the safety and productivity of employees. No employee, temporary worker, or contractor may be under the influence of alcohol or any illicit drug while on HUC-JIR premises, in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by HUC-JIR.

VI. Enforcement

Violations of this policy or laws regarding controlled substances or alcohol will result in disciplinary action up to and including termination.

The degree of the discipline may consider the seriousness of the infraction, adverse impact to the well-being of the community or the decreased ability to fulfill HUC-JIR's educational mission.

VII. Policy Owner, Management and Point of Contact Information

Global Director of Human Resources

VIII. Exclusions

None.

IX. Effective Date

June 2022

X. Related HUC-JIR Policies and Documents

XI. Notification of Policy Changes and Revision History

The College-Institute reserves the right to change this policy at any time. This policy is posted in the Policy Library, the Employee Handbook and other relevant handbooks.

XII. Appendices, References, and Related Materials

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