SAGRADO
Universidad del Sagrado Corazón

Policy for an Alcohol- and Drug-Free Workplace

Effective: April 30, 2025

The University is committed to maintaining an alcohol- and drug-free workplace and to taking appropriate disciplinary action against any employee who violates this policy.

Alcohol and drug abuse in the workplace endangers the health and safety of the public and University employees, including faculty in teaching positions (full-time, part-time, and term), faculty in administrative positions, administrative employees (regular and temporary), and employees on a grant-funded project (collectively, the "Employee" or "Employees").

The University strives to maintain an alcohol- and drug-free workplace. It is prohibited to illegally possess, distribute, manufacture, or use illegal drugs or controlled substances, or alcohol, on University premises, in University vehicles, or while performing official University duties.

Employees must not consume alcohol or drugs in the workplace and must comply with the provisions of this policy as a condition of continued employment. It is prohibited to be under the influence of alcohol or illegal drugs and/or to possess or sell illegal drugs when reporting for work, while at work, or while performing job duties.

Convictions for Drug-Related Offenses

An employee who is convicted of violating a law regarding alcohol and/or drugs must report the conviction to the Office of Organizational Development and Human Resources ("DO&RH") within five (5) business days of the date of the conviction. The University may take disciplinary action against an employee who fails to report a conviction.

DO&RH will report the conviction to the University's Office of Grants and External Funds when the employee is working on a project funded by a federal grant or contract.

Discipline

The University will terminate the employment of any employee:

- who is convicted of the illegal manufacture, distribution, dispensing, or possession with intent to distribute or dispense an illegal and/or controlled substance; and/or
- convicted of possession with intent to use an illegal and/or controlled substance.

Policies on Alcohol and Other Drugs

The University's policies on alcohol and other drugs reflect the requirements of federal and Puerto Rican laws and impose additional sanctions and penalties for violations committed by employees. Employees are responsible for complying with University policies and applicable laws.

Alcoholic Beverages

No person under the age of 18 may drink, possess, purchase, or attempt to purchase an alcoholic beverage. Likewise, no person, regardless of age, may serve, offer, give, purchase, provide, or make alcoholic beverages available to a person under the age of 18. Persons over the age of 18 may possess, serve, and consume alcohol on the University campus only when authorized in writing by the University President or his or her designee.

Drugs

The possession, use, manufacture, and/or distribution of illegal drugs, as defined by federal and Puerto Rican laws, is prohibited at all times on the University campus, in University vehicles, and at any official University event.

Sanctions

Employees who violate University policies will be subject to disciplinary action, which may include suspension, permanent termination from the University, or any other action the University deems appropriate.

Federal and Puerto Rican Laws and Penalties Regarding Drugs and Alcohol

The University, in compliance with the *Drug-Free Schools and Communities Act of 1989*, as amended, informs employees about:

- applicable policies, laws, and penalties related to the use, possession, and distribution of alcohol and other drugs;
- the risks and effects of drug and alcohol use and dependence; and
- resources to assist employees who may have a problem with alcohol or drugs.

Penalties for Illegal Possession or Distribution of Alcohol Under Puerto Rican Law

In Puerto Rico, it is illegal to sell or give alcoholic beverages to any person under eighteen (18) years of age, whether for personal use or for the use of others, or to employ any person under eighteen (18) years of age to sell alcoholic beverages. (Puerto Rico Laws, Title 13, Section 17, Part VI, Chapter 1055, § 32565).

Violations of this provision may result in:

- a fine of up to five thousand dollars ($5,000) and, in the event of a repeat offense, the civil fine shall not be less than ten thousand dollars ($10,000) for each violation; and/or
- imprisonment for a misdemeanor for up to ninety (90) days. (Puerto Rico Laws,

Title 13, Subsection 17, Part VII, Chapter 1063, § 33091).

Penalties for the Illegal Possession or Distribution of Illegal Drugs Under Puerto Rican Law

Act No. 4 of June 23, 1971, as amended, known as the *"Puerto Rico Controlled Substances Act,"* establishes the prohibition and penalties for the manufacture, distribution, possession, and use of illegal drugs and controlled substances. The law prohibits:

1. Any person who knowingly or intentionally manufactures, distributes, dispenses, transports, or conceals, or possesses with the intent to manufacture, distribute, dispense, transport, or conceal a controlled substance, and/or produces, distributes, dispenses, transports, or conceals, or possesses with the intent to distribute or dispense, transport, or conceal a counterfeit substance.

Violations of this provision may result in:

- a fine of up to fifty thousand dollars ($50,000); and/or
- imprisonment for up to fifty (50) years.

(Puerto Rico Laws, Title 24, Chapter IV, Article 401, § 2401).

2. Any person who knowingly or intentionally possesses any controlled substance, unless such substance was obtained directly or in accordance with a prescription or order from a professional acting within the scope of their professional practice, or except as authorized by law.

Violations of this provision may result in:

- a fine of up to ten thousand dollars ($10,000); and/or
- imprisonment for up to ten (10) years.

(Puerto Rico Laws, Title 24, Chapter IV, Article 404, § 2404).

3. Any person over eighteen (18) years of age who knowingly or intentionally distributes, dispenses, or in any way transfers or administers a controlled substance to a person under eighteen (18) years of age, and/or who in any way induces or assists, or conspires with others to induce a person under eighteen (18) years of age to use a controlled substance.

Violations of this provision may result in:

- a fine of up to twice the penalties mentioned in section 1 above for a first offense; or
- a fine of up to three times the penalties mentioned in section 1 above for a subsequent offense.

(Puerto Rico Laws, Title 24, Chapter IV, Article 405, § 2405).

4. Any person over eighteen (18) years of age who knowingly or intentionally distributes, delivers, or dispenses paraphernalia related to controlled substances to a person under eighteen (18) years of age. (Puerto Rico Laws, Title 24, Chapter IV, Article 405, § 2405).

Violations of this provision may result in:

- a fine of up to one hundred thousand dollars ($100,000); and/or
- imprisonment for up to five (5) years.

(Puerto Rico Laws, Title 24, Chapter IV, Article 412, § 2412).

The law defines "paraphernalia" as any utensil, object, article, equipment, product, or material of any kind that is used, designed, or intended for the planting, propagation, cultivation, harvesting, manufacture, production, mixing or combining, conversion, processing, preparation, testing, analysis, packaging, repackaging, storage, preservation, concealment, or the ingestion, inhalation, or introduction into the human body by any other means, of a controlled substance in violation of the law.

5. Any person who knowingly or intentionally introduces, distributes, dispenses, administers, possesses, or transports for the purpose of distribution, sells, gives away, delivers in any form, or simply possesses any controlled substance in a public or private school, a public or private recreational facility, or in the vicinity of any of these.

Violations of this provision may result in:

- a fine of up to twice the penalties mentioned in section 1 above for a first-time offense;
- a fine of up to three times the penalties listed in Section 2 above in cases of repeat offenses involving simple possession; and/or
- a fixed prison term of up to ninety-nine (99) years in cases of repeat offenses involving introduction, distribution, possession for the purpose of distribution, or sale.

(Puerto Rico Laws, Title 24, Chapter IV, Article 411-A § 2411a).

The law defines a "school zone" as an area extending up to one hundred (100) meters in a radial direction from the school's boundaries, as marked by a fence or any other demarcation sign.

Penalties for Illegal Possession or Distribution of Illegal Drugs Under Federal Law

The *Controlled Substances Act of 1970*, as amended, classifies all substances regulated in any way by current federal law into one of five categories, based on the drug's accepted medical use and its potential for abuse or dependence. For more information, see: https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties.

Federal law prohibits any person who knowingly or intentionally:

- manufacture, distribute, or dispense, or possess with the intent to manufacture, distribute, or dispense a controlled substance (21 U.S.C. § 841);
- manufacture, distribute, dispense, or possess with the intent to distribute or dispense a counterfeit substance (21 U.S.C. § 841);
- possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a licensed professional acting in the course of their professional practice, or unless otherwise authorized (21 U.S.C. § 844);
- distribute, possess with intent to distribute, or manufacture a controlled substance on, over, or within 1,000 feet of real property comprising a public or private elementary, vocational, or secondary school; a public or private college, junior college, or university; a playground; or a housing facility owned by a public housing authority; or within 100 feet of a public or private juvenile facility, a public swimming pool, or a video game facility. (21 U.S.C. § 860).

Violations of federal law may result in a felony and/or a fine. For more information, see: https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties and at: chrome-

extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf.

Health Effects of Alcohol and Other Drugs

The use and abuse of drugs and alcohol can have dangerous physical, emotional, and psychological consequences, including dependence, impaired judgment and coordination, increased aggression and violence, memory and speech problems, feelings of panic, confusion, paranoia, and loss of control, permanent damage to vital organs, and death. Read below about some of the effects of drug and alcohol use.

Controlled Substance	How does it affect the body?
Depressants (tranquilizers, Valium, Quaaludes)	• Loss of inhibition, relief from anxiety, drowsiness; impaired memory, judgment, and coordination; irritability. • Paranoia and suicidal thoughts • Tolerance develops easily, and higher doses are required each time. • Overdose can occur easily and may be fatal. Signs: shallow breathing, clammy skin, dilated pupils, weak and rapid pulse, coma.
Inhalants ("whippets," laughing gas, "buzzers")	• Mild stimulation, feeling of reduced inhibition, loss of consciousness. • Damages parts of the brain that control thought, movement, and vision. • Difficulty speaking, loss of coordination, euphoria, dizziness. • Long-term use can cause damage to the nervous system and organs. • Sudden death from snorting can occur due to asphyxiation or suffocation.
Stimulants ("speed," methamphetamine, Ritalin)	• Similar to cocaine, but with a slower onset and longer duration. • Increased body temperature, blood pressure, and heart rate; insomnia; loss of appetite; physical exhaustion. • Chronic abuse causes a psychosis similar to schizophrenia: paranoia, hallucinations, and violent and erratic behavior.

	• An overdose can be fatal
Designer drugs (ecstasy)	• Increased motor activity, alertness, heart rate, and blood pressure. • Muscle tension, tremors, teeth clenching, nausea, sweating. • Euphoria, empathy, reduced inhibition. • Chills, blurred vision • Confusion, anxiety, depression, paranoia, severe dehydration. • A sudden rise in body temperature (hyperthermia), which can lead to liver, kidney, and cardiovascular failure and death.
Cocaine/Crack	• Smoking or injecting it creates intense euphoria. • Cardiac arrhythmias • Increased blood pressure and heart rate. • Restlessness, irritability, anxiety, paranoia. • Insomnia, loss of appetite. • Stroke or death • Sudden cardiac arrest • Seizure
Narcotics (codeine, morphine, opium, heroin)	• Feelings of relaxation, euphoria, and pain relief. • Addictive • Chronic use of oxycodone with acetaminophen can cause severe liver damage • Overdose can lead to coma and possible death.
Hallucinogens (PCP, LSD)	• Hallucinations • Distorted perception of the shape and size of objects, colors, and sounds. • Acute anxiety and depression • Flashbacks days or even months later • Elevated heart rate, higher body temperature, increased blood pressure, dilated pupils. • Symptoms of overdose: longer-lasting and more intense episodes, psychosis, and death
Fentanyl	• Intense, short-lived high • Temporary feelings of euphoria. • Slow breathing and low blood pressure. • Nausea • Fainting

	• Seizures • Death
Cannabis (marijuana)	• Relaxation, disinhibition, increased appetite, sedation, increased sociability. • Affects memory and learning • Difficulty thinking and solving problems. • Hallucinations • Impaired judgment, reduced coordination • Distorted perception • Lower blood pressure, increased heart rate, dizziness, nausea, tachycardia. • Confusion, anxiety, paranoia, drowsiness. • Respiratory diseases
Alcohol	• Impairs judgment and coordination. • Impairs the ability to learn and remember information. • Increases aggression and abusive behavior. • High doses can lead to dependence, respiratory depression, or death. • Withdrawal causes anxiety, nausea, hallucinations, and seizures. • It causes permanent damage to vital organs, such as the liver. • It can cause fetal alcohol syndrome if consumed by pregnant women.

For more information, employees can visit: https://www.dea.gov/documents/2020/2020-04/2020-04-13/drugs-abuse.

Campus and Community Resources for Faculty and Staff

Employee Assistance Program

The University offers its employees the Employee Assistance Program (EAP), which is administered through the external provider APS Optimind. Among the services it offers are:

- Psychological counseling and therapy,
- appointment scheduling,
- referrals,
- legal consultations,

- Financial counseling,
- psychoeducational talks or workshops,
- crisis management,
- health prevention and promotion activities, among others.

Phone numbers: 787.522.4616 or 1.877.955.9554
http://www.apsoptimind.com/

Community resources and hotlines: Al-

Anon of Puerto Rico, Inc.
P.O. Box 9423 - Bayamón, Puerto Rico, 00960-9423
Tel. 787.786.1414
areapuertorico@alanonalateenpr.org
http://www.alanonalateenpr.org/cont%C3%A1ctenos/

Administration of Mental Health and Addiction Services (ASSMCA)
Highway No. 2, Km 8.2, Juan Sánchez Neighborhood
Former Mepsi Center Hospital, Bayamón, Puerto Rico
Phone: 787.763.7575
www.assmca.pr.gov/sobre-assmca

Cannabis for Medical Purposes

Law No. 42 of July 9, 2017, as amended, "Law to Regulate the Study, Development, and Research of Cannabis for Innovation, Applicable Standards, and Limits," establishes the use of cannabis for medical purposes and prohibits recreational use and the consumption of medical cannabis by smoking. (Article 9). Use is permitted only in homes and private places and is prohibited in public places. (Article 10(b)).

Regulation No. 8766 of July 8, 2016, as amended, prohibits in Article 18 the use of medical cannabis in public places or in a commercial establishment, even if the patient is authorized or the owner of the establishment grants permission. Article 5, paragraph 59, subsection b of the Regulation defines "public places" as "classrooms, auditoriums, libraries, hallways, school cafeterias, coffee shops, and restrooms on school campuses, in public or private institutions at all levels of education."

The University is committed to complying with the state and federal laws and regulations that govern our operations. The University's participation in

Financial Aid Programs provided by the United States government are contingent upon compliance with the federal Drug-Free Communities and Schools Act of 1989 and the federal Drug-Free Workplace Act of 1988. These laws prohibit the University from allowing any form of use, possession, cultivation, manufacture, production, distribution, or dispensing of marijuana. Consequently, the University prohibits the use, possession, cultivation, manufacture, production, distribution, and dispensing of medical cannabis, its derivative products, and medications on campus and at all official University activities, whether on or off campus, even if employees possess identification issued by the Secretary of Health authorizing the use of medical cannabis as part of their treatment for a medical condition.

Questions About This Policy

The Alcohol- and Drug-Free Workplace Policy is approved by the University President with the advice and counsel of the Office of General Legal Counsel. Questions regarding the scope and interpretation of this Policy should be directed to the Office of Organizational Development and Human Resources at 787.728.1515, ext. 8041.

La Universidad del Sagrado Corazón se reserva el derecho de interpretar esta Política en su administración, implementación, y cumplimiento. En el caso de ambigüedad en alguna disposición de esta Política, la Universidad se reserva la discreción de interpretarla en conformidad con el propósito para el cual fue establecida, el impacto en las operaciones de la Universidad, y la buena fe, a menos que la ley disponga lo contrario.

Reports of Violations of This Policy

Violations of this Policy should be reported to the Office of Compliance, Internal Audit, and Institutional Integrity via email at:cumplimiento@sagrado.edu . Any violation of this Policy will be addressed in accordance with institutional policies and procedures.

Gilberto J. Marxuach Torrós
President