



INSTITUTIONAL POLICY ON THE ILLEGAL USE AND ABUSE OF DRUGS, ALCOHOL, AND TOBACCO

Introduction

Columbia Central University (CCU), aware of its responsibility to promote a work and study environment free of health and safety risks, establishes this Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco.

Legal Base

The Policy is defined under the following state and federal laws or regulations: Public Law 101-226, known as Drug-Free Schools and Communities, Public Law 101-690, Free Workplace of the 1988 Drug-Free Workplace, the Controlled Substances Abuse Act of 1971, and Act # 66 of March 2007 known as the "Act to Regulate the Practice of Smoking in Public Places."

Applicability

This policy applies to any employee, student, visitor, contractor, supplier, or concessionaries.

General Disposition

CCU establishes that no member of the university community will be involved in the illegal use, possession, manufacture, sale, or transfer of drugs within CCU facilities or educational activities outside the university and/or practice settings.

Additionally, alcohol consumption is prohibited inside the university. Only moderate consumption of alcoholic beverages by adults will be allowed in activities sponsored by the university that take place outside of the campus.

On the other hand, smoking is prohibited within the university campus, as established by law. This includes, but is not limited to classrooms, function rooms, library, hallways, cafeteria, restrooms, institutional vehicles, parking lots, squares, entrances, and any other common area. Additionally, the use of electronic cigarettes in the university is prohibited.

CCU is committed to guiding and educating the members of the university on the consequences of the illegal use and abuse of drugs, alcohol, and smoking in the work and educational environment.

Definitions

1. Alcohol or alcoholic beverage

- a. Any beverage for human consumption that contains alcohol, whether produced by fermentation or distillation and whose manufacture, supply, sale, or use is regulated by the Puerto Rico Beverage Law, Act No. 143 of June 30, 1969, as amended.

2. Drugs or controlled substances

- a. Any illegal substance described in Article 202 of the Puerto Rico Controlled Substances Act, Act No. 4 of June 23, 1971, as amended and as amended, 24 LPRA 2101 and following, whose manufacture, supply, sale, possession, or use is illegal under the provisions of said law.

3. Smoking

- a. Smoking is the action of inhaling through the mouth the smoke produced by the combustion of an element, generally tobacco contained in a cigarette, cigar, or pipe.

Impact of Drug, Alcohol, and Tobacco Abuse

The abuse of drugs and alcohol affects the physical and mental health of human beings, causing adverse effects on behavior, emotional, and social appearance. Drug dependence is related to diseases and health conditions such as pulmonary, cardiovascular, cancer, and mental disorders, among others. Some conditions that alcohol abuse can cause are damage to the nervous system, liver, causing "delirium tremens", and depression. Smoking can impact the central nervous system, causing heart and respiratory diseases and cancer, among other conditions. Smoking, especially cigarettes that contain many toxic substances such as nicotine or tar, is recognized as detrimental to health. This effect is involved in various diseases, especially respiratory and cardiac, which can cause the death of smokers.

Drug	Effects	Risk
Alcohol (legal)	Stimulant (low dose) Depressor Disinhibition Euphoria	<ul style="list-style-type: none"> • Affects attention and coordination • Causes digestive disorders and cardiovascular diseases. • Withdrawal syndrome can be very serious and can cause a so-called "delirium tremens".

		<ul style="list-style-type: none"> • It can cause risks in driving vehicles and sexual relations. • Increases the risk of suffering an occupational accident.
Amphetamines/speed (illegal)	Stimulating Excitement Euphoria	<ul style="list-style-type: none"> • They can cause physical disorders (cardiovascular, liver complications, 12 Drug Effects Risk Decreased feeling of fatigue hyperthermia, etc.) and psychiatric (mood disorders, paranoia, hallucinations). • They generate a strong addiction.
Hallucinogenic mushrooms (illegal)	<p>Hallucinogen In low doses, laughter, and mild alteration of perception.</p> <p>In high doses, modification of the state of consciousness and "psychedelic trip".</p>	<ul style="list-style-type: none"> • They can cause paranoia and anxiety. • Risk of experiencing a bad trip (loss of control of emotions, anxiety, panic). • Risk of experiencing revival (flashbacks: suffering some effects again after some time of the last consumption). • They can lead to mental health problems. • It can cause risks in driving vehicles and sexual relations.
Cocaine (illegal)	Stimulating Euphoria Decreased Fatigue Self-confidence.	<ul style="list-style-type: none"> • In some people, it can cause anxiety and paranoia. • It can cause cardiovascular disorders, such as heart attacks and brain hemorrhage.

		<ul style="list-style-type: none"> • It increases the risk of suffering a work accident. • Generates a quick addiction.
Cannabis (illegal)	Depressor Hallucinogenic (some types of marijuana) Laugh Stimulation of creativity Intensification of sensations Relaxation	<ul style="list-style-type: none"> • Affects attention and coordination. • Affects memory and school learning capacity. It generates performance problems. • The risk of suffering a traffic or work accident increases. • Causes voltage drops. • Intense experiences can be lived negatively (paranoia, anxiety attacks). • Consumption is often associated with tobacco, in the long term it can increase the risk of respiratory and cardiovascular problems, and various forms of cancer.
Heroin (illegal)	Depressor Euphoria Pleasure Relaxation Welfare	<ul style="list-style-type: none"> • The risk of transmitting infectious diseases (viral hepatitis, tuberculosis, HIV/ AIDS) increases when consumer utensils are shared or reused. • May cause overdose. • The interruption of consumption causes the appearance of a strong withdrawal syndrome. • It can cause risks in driving vehicles and sexual relations. • Generates a quick addiction.

Inhalants (legal)	Stimulants (low doses) Euphoria and disinhibition Depressants Moderates how the central nervous system works	<ul style="list-style-type: none"> • They increase the risk of suffering important physical disorders (liver, lung, neurological, circulatory, etc.) and mental (hallucinations, aggressive behaviors, delusions, etc.). • They generate a quick addiction.
Ketamine (illegal)	Dissociative hallucinogen In low doses, a feeling of drunkenness and imbalance. In high doses, derealization (strong hallucination due to dissociative effects, body-mind separation).	<ul style="list-style-type: none"> • Involuntary eye movements, tremors, agitation, and stiffness may appear. • Mental health problems (anxiety, depression, paranoia). • Insensitivity to pain and numbness. • Risks in driving vehicles and sexual relations.
LSD (illegal)	Hallucinogen In low doses, laughter, and mild alteration of perception. In high doses, modification of the state of consciousness and psychedelic trip.	<ul style="list-style-type: none"> • May cause paranoia and anxiety. • Risk of experiencing a bad trip (loss of control of emotions, anxiety, panic). • Risk of experiencing revival (suffering some effects again after some time of the last consumption). • It can lead to mental health problems. • It can cause risks in driving vehicles and sexual relations.
Psychopharmaceuticals (legal)	Depending on the dose and type of drug, they can act as anxiolytics (anxiety	<ul style="list-style-type: none"> • In high doses, they can cause drowsiness, memory deficits, or lack of motor coordination.

	reduction) or hypnotics (sleep)	<ul style="list-style-type: none"> • In very high doses, combined with other depressants (alcohol, for example), they 14 Drug Effects Risk induction). can cause a serious decrease in the ability to react, a reduction in the rate of breathing (respiratory depression), and even coma or death. • Using without medical supervision for a long time can induce the appearance of tolerance and dependence. These medications can help you feel better, but it is necessary to use them with medical supervision.
Tabacco (legal)	Stimulants	<ul style="list-style-type: none"> • Increases the risk of cancer and cardiovascular and respiratory diseases, among many others. • Decreases resistance in physical exercise, it alters the senses of taste and smell; causes premature aging of the skin and stains the teeth and the skin of the hands and face. • Generates a quick addiction.
Ecstasy (MDMA) (illegal)	Stimulating Desire to dance Connection with oneself, the music, and the people around	<ul style="list-style-type: none"> • The risk of heatstroke (increased body temperature) increases when accompanied by prolonged physical activity, such as dancing.



		<ul style="list-style-type: none">• As the consumer does not know its composition, it has more risks with the dosage.• It can cause risks in driving vehicles and sexual relations.
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Information on table retrieved from:

http://drogues.gencat.cat/es/ciudadania/sobre_les_drogues/taula_de_resum/

Additional information in the following internet links:

Substance Abuse and Mental Health Services Administration: www.samhsa.gov

Mental Health and Addiction Services Administration:
<http://www2.pr.gov/agencias/assmca/Pages/default.aspx>

A. Policy violation

To comply with the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco, CCU will apply disciplinary measures against any employee, student, visitor, contractor, supplier, or contractor who violates this Policy or any other state or federal statute. State and federal statutes include the applicability of sanctions to activities of student organizations and activities sponsored by the university.

These measures may vary according to the severity of the offense and the times in which such behavior is incurred. The measures to be applied to students include a written warning, suspension, expulsion, or withdrawal, as established in the Student Regulations. Employees may be subject to written warning measures, suspension, or termination of employment, depending on the severity of the offense, as established in the Employee and Faculty Manual. Suppliers, contractors, and contractors may immediately cancel the contractual relationship. Visitors may be prohibited from entering the premises.

If it is determined that a criminal act has been committed, as established by state and federal laws, the case will be referred to the corresponding law enforcement agencies.

United States Department of Education - Penalties

If a student is convicted of a drug offense after receiving federal aid money, the Financial Aid Office must be notified immediately, and that student will become ineligible for future



financial aid and will be required to repay any aid received after conviction.

If a conviction arises, a student can take advantage of rehabilitation programs that could make them eligible for federal financial aid again.

Students Convicted of Drug Possession or Distribution

A federal or state drug conviction may disqualify a student from receiving federal financial aid funds. Convictions only count if they were for an offense that occurred during an enrollment period for which the student was receiving Title IV aid; they do not count if the offense was not during that period. In addition, a conviction that was reversed, set aside, or removed from the student's record does not count; nor does one received while he/she was a minor unless he/she has been prosecuted as an adult.

The following table illustrates the period of ineligibility for federal financial aid, depending on whether the conviction was for the sale or use of drugs and whether the student had prior offenses. A drug distribution conviction includes convictions for conspiring to sell drugs.

	Possession of illegal drugs	Distribution of illegal drugs
First offense	1 year from date of conviction	2 years from the date of conviction
Second offense	2 years from the date of conviction	Indefinite period
Third+ offenses	Indefinite period	

If the student was convicted of both possession and distribution of illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longest period. A student regains his/her eligibility the day after his/her period of ineligibility ends or when he/she completes a qualified drug rehabilitation program. Future convictions will make you ineligible. It is the student's responsibility to report that he/she has completed the rehabilitation program. Information is taken from the "Federal Student Aid Handbook, Volume 1 - Student Eligibility")

Medicinal Cannabis Regulation in PR

In Puerto Rico, the so-called Regulation 8766 was approved on July 8, 2016, for the use, possession, cultivation, manufacture, manufacture, dispensing, distribution, and research of medicinal cannabis. Said regulation establishes the norms and procedures for the control of the use, possession, cultivation, manufacture, production, manufacture, dispensing, distribution, and research of Medicinal Cannabis and its derived products and medicines; to set the rights to pay



for the registration required under the Controlled Substances Law, and to regulate scientific studies related to the use of Medicinal Cannabis carried out by public and private entities.

Regarding the use of cannabis, its use is illegal under federal law. CCU, being a federally funded university, has to enforce federal law; therefore, the use of medical cannabis at the university is illegal. Changes in state laws regarding marijuana or another controlled substance do not negate the applicability of federal laws or statutes.

B. Drug, Alcohol, and Tobacco Prevention Program

As part of its responsibility and in compliance with federal regulation, the Drug, Alcohol, and Tobacco Prevention Program is developed, which is framed in the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco. The program aims to raise awareness and educate the university community about the problem that the use and abuse of drugs, alcohol, and tobacco constitutes for our society. The program will be reviewed every two (2) years or sooner, according to need.

Goals

1. Annually distribute the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco.
2. Annually distribute informational material to students and employees.
3. Offer educational prevention activities, such as workshops, conferences, educational fairs, booklets, informative material, and orientation, among others.
4. Refer to other professional support services available in the community.
5. Offer individual or group counseling.
6. Promote healthy lifestyles.
7. Hold a biennial every two (2) years to assess and determine the needs of the university community and the effectiveness of the prevention program.

Means of Dissemination

CCU will use as a means of dissemination the use of educational materials, brochures, email, and internet pages, among others.

Rehabilitation: The university, committed to its employees and students, will encourage them to seek professional help or treatment to manage any dependency on chemicals and alcohol. Both employees and students will be provided with information on public and private agencies that provide professional help for addiction management.



Agencies, facilities, or organizations that offer mental health, prevention, substance, alcohol, and employee assistance program services:

1. Department Against Addiction Services
<http://www2.pr.gov/agencias/assmca/Pages/default.aspx> 2
2. Hogares CREA: www.hogarcreapr.org
3. Alcoholics Anonymous: www.aa-pr.org
4. Al-Anon www.alanonalateenpr.org
5. APS Clinics of Puerto Rico – www.apspuertorico.com. Cidra Tel: 787-714-0145 and Caguas Tel: 787-744-2710
6. Panamerican Hospital- www.hospitalpanamericano.com. Tel: 1-800-981-1218
7. Mental Health Clinic for Children and Adolescents, Medical Center – Río Piedras Tel: 787- 766-4646
8. San Juan Capestrano- 1-888-967-4357 Access line and 24-hour orientation - Caguas (787) 745-0190 and Ponce 787- 842-4070
9. Alcoholism Unit – Medical Center - Tel: 787- 763-7521
10. Inspira PR –Caguas Tel: 787-704-0705 / 787-704-0822 and Ponce 787- 709-4130
11. Hogar Nueva Vida –Gurabo Tel: 787 -737-2442
12. Iniciativa Comunitaria- San Juan Tel: 787- 250-8629
13. CIMA Mennonite Hospital Tel: 787-714-2462
14. Guara Bi, Inc- Caguas Tel: 787-746-4689 18
15. Therapeutic Institute Emmanuel- Cidra Tel: 787- 739-8654
16. Sor Isolina Ferré Center- Ponce Tel: 787- 843-1910
17. Rescue Mission -Sabana Grande Tel. 787- 873-0126

Procedure for Filing Complaints: Employee and/or Student

Any employee and/or student who has indicative evidence that any member of the university community exhibits improper conduct, related to this policy, may file a complaint in this regard.

Process

The procedure begins with the filing, in writing, of the complaint before the corresponding authorities. If the complaint is related to an employee, it will be filed with the Human Resources Office. If it is related to a student, it will be filed with the Campus Counseling Office. If it is related to any visitor, contractor, concessionaire, or supplier, it will be filed with the Chancellor of the corresponding campus.



If the student is filing a complaint, it is required that the incident be investigated, and the disciplinary process contained in the Student Regulations of the Student Consumer Handbook be applied.

In the case of employees, filing a complaint requires that the incident be investigated, and the disciplinary procedure contained in the Faculty and Employee Manuals be applied. The investigation of the complaints may lead to the convening of the Complaints Committee. Said committee will be convened by the Chancellor or President to formally investigate the complaint and determine the action to be taken. Strict confidentiality will be maintained during the process and information, or other evidence provided by the parties or witnesses will not be disclosed during an adjudicative process.

If the complaint involves an intervention by external agencies, the officer in charge will proceed to call the State Police to initiate a formal investigation. The investigation will be in charge of the State Police from the filing of the complaint in the judicial forum.

Investigation Process

The Complaints Committee shall conduct a prompt and detailed investigation upon receipt of the complaint regarding the alleged incident. The process of appointing the committee and beginning the investigation must be carried out on or before seven (7) business days from the receipt of the complaint. The Grievance Committee will notify the alleged offender on or before five (5) business days after the Committee has been appointed. The investigation should include:

- An interview with the complainant, to establish the basic facts and identify witnesses and physical evidence if any.
- An interview with the alleged offender, allowing him/her an opportunity to admit, deny, or explain each factual allegation in the complainant's statement and identify witnesses or physical evidence if any.
- Interview of any witness. Witnesses will be informed that any matter that is discussed must be kept confidential.

The Complaints Committee must review the results of the investigation and decide in what way the Policy has been violated. The Complaints Committee must issue its resolution within the first fifteen (15) working days from the end of the investigation. Said resolution shall specify the conclusions reached by the committee and its opinion following said conclusions.

The results of the investigation must be communicated to the complainant and the alleged offender through a letter.



When one or both parties do not agree with the results of the investigation, they may file a review of the resolution before the Institutional Board of Directors within a term of five (5) business days after having received the resolution of the Complaints Committee. The request for review will be filed when the complainant or alleged offender, in writing, delivers a request for review to the President and/or CEO of CCU stating the grounds for their request for review, who, in turn, will submit it to the Institutional Board of Directors. The Institutional Board of Directors must review the review writing and determine if it is substantiated. If it is not substantiated, it will be void by the Institutional Board of Directors and will not suffer any effect, leaving the opinion of the Complaints Committee final and irrefutable. As a result of the review, the Institutional Board of Directors may accept, reject, or modify the decision of the Complaints Committee within a term of fifteen (15) working days.

The filing of the petition for review will interrupt the effectiveness of the opinion of the Complaints Committee. The Institutional Board of Directors will air the requested review no later than fifteen (15) business days from the filing of the review.

The Institutional Board of Directors may only pass judgment on the opinion of the Board, based on the record of the proceedings before said Board, normally and ordinarily, it will respect the conclusions of the Complaint Committee.

The Institutional Board of Directors will draw up special minutes of all the disciplinary procedures raised before it and when issuing its resolution, it will state the reasons that support its determination.

The decision of the Institutional Board of Directors may confirm, modify, revoke, or exonerate the opinion of the Complaint Committee. Likewise, the Institutional Board of Directors may, in the spirit of achieving CCU's commitment to provide and ensure a safe work and study environment, confirm the violation of any disciplinary norm, as found by the Complaint Committee. The decision of the Institutional Board of Directors is final and irrefutable and will conclude the matter that is the subject of the same.

Validity of the Policy: The policy will be evaluated every two (2) years to adjust it to any change in law and/or requirements of state and/or federal agencies, or as needed.

Publication of the Policy: The policy will be published in the Employee Handbook, Student Consumer Handbook as well as on the institutional website: www.columbiacentral.edu. Students and employees will receive an annual notification of the current policy. Contractors, suppliers, concessionaires, and visitors will be guided by the contracting party who will provide them with a copy of the policy. The evidence of said notification will be kept in the Human Resources area, the Vice Presidency of Student Affairs, and the contracting party, as applicable.