

# SOHO Hair Academy

2600 South 9th Street  
Council Bluffs, IA 51501  
712-328-2613

## Drug, Alcohol and Substance Abuse Policy

No employee or student may manufacture, distribute, dispense, possess or use illegal drugs on company premises before, during or after school hours.

The President of SOHO Hair Academy may ask an employee/student to submit a drug test at anytime there is suspicion that the employee/student may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drug or alcohol on or about the employee's/student's person or in the employee's/student's vicinity, unusual conduct on the employees/student's part that suggest impairment or influence of drugs or alcohol, negative performance patterns or if the employee/student is involved in an on-the-job/school accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

The test may be performed on site, or the individual may be asked to go to a facility hired by SOHO Hair Academy to facilitate the test and will be paid for by SOHO Hair Academy. If the test is positive, it will be reported to the school and the situation will be handled on an individual basis which will lead to disciplinary action up to and including termination.

The health risk associated with use of illicit drugs and alcohol may be found at: [www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects](http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects)

The following are the names, address and phone numbers of drug and alcohol counseling and treatment centers in the area:

### **Heartland Family Services**

516 E Broadway, Council Bluffs, IA 712-322-1407

**Mercy Hospital** 800 Mercy Dr Council Bluffs, IA 712-328-5311.

If a student/employee is convicted of any illegal drug related offense, the President must be notified within 5 days of the said conviction.

## Drug, Alcohol, and Substance Abuse Resources

### Iowa

Iowa Department of Public Health Your Life Iowa  
<https://www.yourlifeiowa.org>  
(855)581-8111

### National

Alcoholics Anonymous  
<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism  
Alcohol & Your Health  
<http://www.niaaa.nih.gov/alcohol-health>

Public education materials  
<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration Behavioral  
Health Treatment Services Locator  
<https://findtreatment.samhsa.gov/locator/home>

DEA -United States Drug Enforcement Administration  
<https://www.dea.gov/druginfo/factsheets.shtml>

SOHO Hair Academy complies with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. These legislations provide the standards necessary to provide a drug-free environment for students and employees.

The following pages outline the Academy's official policy on a drug-free workplace. Please read these pages carefully.

### OFFICIAL POLICY ON DRUG-FREE WORKPLACE

Illegal drugs in the workplace are a danger to us all. They impair safety and health, promote crime, lower productivity and learning, and undermine public confidence in the work we do. We will not tolerate the illegal use of drugs here -- and now, by law, we cannot. Under the federal Drug-Free Workplace Act, in order for this school to be considered a "responsible source" for award of federal contracts and financial aid to students, we have developed the following policy:

Any location at which SOHO Hair Academy business is conducted, whether at this or any other site is declared to be a **drug-free workplace**. This means:

All employees and students are **absolutely prohibited** from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances:

- \* Narcotics (heroin, morphine, etc.)
- \* Cannabis (marijuana, hashish)
- \* Stimulants (cocaine, diet pills, etc.)
- \* Depressants (tranquilizers)
- \* Hallucinogens (PCP, LSD, "designer drugs", etc.)
- \* Methamphetamine
- \* Inhalants

Any employee or student violating the above policy is subject to discipline, up to and including termination, for the first offense.

The President or a member of the management team at SOHO Hair Academy may ask an employee/student to submit a drug test at anytime there is suspicion that the employee/student may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drug or alcohol on or about the employee's/student's person or in the employee's/student's vicinity, unusual conduct on the employees/student's part that suggest impairment or influence of drugs or alcohol, negative performance patterns or if the employee/student is involved in an on-the-job/school accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way

Employees and students have the right to know the dangers of drug abuse in the workplace, the company's policy about them, and what help is available to combat drug problems. This document spells out the school's policy. We will institute an education program for all students on the dangers of drug abuse in the workplace. To assist students in overcoming drug abuse problems, the school may offer rehabilitative help. See your school management for details on this.

Any employee or student convicted of violating a criminal drug \*statute in this workplace must inform the company of such conviction (including pleas of guilty and nolo contendere) within **five days of the conviction occurring**. Failure to so inform the school subjects the employee or student to disciplinary action, up to and including termination for the first offense. By law, the company will notify the federal contracting officer within 10 days of receiving such notice from an employee or student or otherwise receiving notice of such a conviction.

\*SOHO Hair Academy reserves the right to offer employees and students convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee or student, then the employee or student must satisfactorily participate in the program as a condition of continued employment or enrollment.

ALL EMPLOYEES AND STUDENTS ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED ENROLLMENT.

Please refer any questions on the above policy to your School Management.

## **DRUGS IN THE WORKPLACE**

**The law requires us** to make you aware of the dangers of drugs in the workplace.

Drugs can...

- \* Make you feel able to handle tasks that are too much for you. Or make you careless and likely to forget important safety steps you need to take.
- \* Throw off your sense of time, space, and distance -- this is especially dangerous when operating tools, machinery or driving.
- \* Cause lateness and absenteeism, increasing the workload of others and reducing your ability to progress with your class.
- \* Cause crime on the job -- including theft of your personal belongings to finance someone else's drug habit.
- \* Cause major errors in the work we do, risking harm to the clients who help pay our way!

## **SPECIFIC DRUGS -- SPECIFIC DANGERS**

**The law requires us** to strictly forbid drugs in our workplace. These "controlled substances" are on a special government list. The list gets longer each time drug dealers come up with a new "product". Generally, assume that any drug that means trouble with the police is outlawed here.

### **MARIJUANA (Pot, Grass, Weed)**

Workplace dangers include:

- Slows your physical reflexes
- Cuts your mental powers
- Makes you forgetful
- Throws off space and distance judgment, especially dangerous if operating

machinery or driving. (The effect can go on for 4-6 hours after smoking just one "joint". And it is worse if you also use alcohol.)

**Personal dangers of marijuana include damage to lungs, reproductive, and brain functions.**

### **COCAINE ("Coke", Snow, Freebase, Crack, Rock, etc.)**

Workplace dangers include:

- Causes a temporary feeling of almost superhuman power, impairing judgment and decision-making ability.
- Emotional problems, mood swings, lack of dependability.
- Workplace crime. Cocaine is expensive, and typically causes addicts to steal to cover the cost.

**Personal dangers of cocaine can include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain function. Also, lower-cost forms such as "crack" are especially addictive, making all other effects worse.**

### **METHAMPHETAMINES: (CRANK, METH, ICE, CRYSTAL)**

- Powerful stimulant – highly addictive, long term use can cause behavior, confusion, insomnia
- Causes paranoia and delusions

Workplace Dangers:

- Lack of concentration and judgment leading to dangerous or problem behaviors.
- Difficulty in getting along with others
- Increase absenteeism, loss of school/work time, increasing workload and stress

### **HEROIN (Junk, H. Horse)**

Workplace dangers include:

- Causing total disinterest in workplace safety -- or anything else except drugs, making such a person dangerous and a weak link on any team.
- The high cost of addiction leads to workplace crime.
- Dirty needles, other paraphernalia spread disease.

**Personal dangers range from damage to personal productivity and relationships or overdose-cause coma and death. Heroin is always addictive, even in small amounts. Withdrawal is difficult and painful.**

### **HALLUCINOGENS (PCP, LSD, Ecstasy (MDMA), Designer drugs)**

**These drugs** make the user hallucinate (see or hear things that are not really there). Some new formulas may be technically legal only because laws have not yet included them.

**ALL WILL BE ILLEGAL.**

Workplace dangers include:

- Vastly distorting what is seen and heard so that dangerous situations are caused or overlooked.
- Sudden, bizarre changes in behavior that can include attacks on others.
- "Rebound" effects such as loss of concentration and memory or behavior problems even when the dose has worn off.

**NOTE: Frequent use can cause permanent loss of mental function**

**These drugs are not against the law**, but their use may be -- taking prescription drugs without a prescription, for example, illegal or not, these substances can cause dangers in the workplace, and they are often banned by employers.

**ALCOHOL**

Workplace dangers include:

- Loss of concentration and judgment leading to dangerous or problem behavior, especially harmful to team efforts.
- Loss of work and class time or lateness, increasing the workload and stress on others and diminishing your ability to learn and stay up with your class.
- Inability to deal realistically with school problems, often hiding them until they are almost impossible to solve.

**AMPHETAMINES (Speed, Uppers)**

- Can make you rush around wildly and carelessly, pushing yourself beyond your physical capacity.

**SEDATIVES (Downers)**

- Slow your mental processes and reflexes -- very dangerous in any position requiring alertness.

**Personal dangers of abusing these "legal" substances range from disrupting family relationships to serious health problems, including liver and kidney damage.**

**RIGHTS AND RESPONSIBILITIES  
UNDER THE DRUG-FREE WORKPLACE ACT**

**WE** have to tell you that you cannot bring in, make, distribute or sell, use or even have with you, certain drugs when you're at the academy. We have listed some drugs we outlaw. There may be others.

**WE** have to tell you the dangers of drugs in the workplace.

**WE** will tell you what help is available in combating drug problems.

**If you are convicted by a court** of criminally violating our drug-free workplace rules, within 30 days of our hearing of it, **WE** must either:

1. **Discipline you** - right up to discharging you -- OR
2. **Offer to you any help** available to combat your involvement with drugs.

Finally, **WE** have to give you a written policy statement explaining our rules about drugs in the workplace.

### **NOW, FOR YOUR PART:**

**YOU have to read** our policy statement and certify that you have done so.

**YOU have to agree** to abide by the rules of our Drug-Free Workplace. We can terminate you if you don't.

**YOU have the right** to know what help is available to aid you in overcoming an involvement with drugs.

**If you are convicted** (including pleas of no contest) of a criminal drug violation in our workplace **YOU** have to tell us **WITHIN FIVE DAYS** after the conviction. If you do not, we can discipline you right up to terminating you. (You do not have to tell us about a violation that did not happen in our workplace.)

**If you are convicted**, we may offer a program to help you instead of disciplining you. If you agree to accept the help -- **YOU** must satisfactorily complete the steps agreed on or risk being terminated from school.

### **HELP WHEN YOU NEED IT**

**The Drug-Free Workplace Act requires** that we tell you of any help available in dealing with drug problems. You can voluntarily make use of this help at any time. And you should! Here is the kind of help offered:

- \* Individual counseling
- \* Group counseling
- \* Attendance at drug abuse/drug treatment or rehabilitation program.

These activities may be sponsored through the school, through professionals it contracts with, or through the community.

**ASK YOUR INSTRUCTOR OR SCHOOL MANAGEMENT WHAT'S AVAILABLE.**