1. Summary of the Commonwealth of Virginia’s Policy on Alcohol and Other Drugs (DHRM Policies and Procedures Manual policy #1.05)

2. Radford University’s Alcohol and Drug Policy*

3. Radford University’s Sexual Harassment Policy*

4. Radford University’s Discrimination Complaint Procedure*

5. Acceptable Use Policy for University Computer and Information Technology*

6. Criminal Background Check Policy

These policies are listed in the Personnel Information Manual which is included as a section of your Radford University Employee Handbook available online at http://www.radford.edu/~pers-web/handbooks.htm

______________________________

Your signature below indicates your receipt of the policies listed above. Your signature is intended only to acknowledge receipt and it does not imply agreement or disagreement with any or all of the policies. If you refuse to sign this certificate of receipt, a Human Resources representative will be asked to initial this form indicating that a copy of the policies has been given to you. This Certificate of Receipt will be filed in your Personnel Record in the Department of Human Resources.

Employee Name (please print) __________________________________________

Signature_________________________________________ Date____________
SUMMARY OF THE COMMONWEALTH OF VIRGINIA’S POLICY ON ALCOHOL AND OTHER DRUGS

The Commonwealth of Virginia’s Policy 1.05 on Alcohol and Other Drugs states that the following acts by employees are prohibited:

I. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the workplace;

II. The impairment on the workplace from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes);

III. Action which results in the criminal conviction for:

   A violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;

IV. The failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction.

Included under this policy are all employees in Executive Branch agencies, including the Governor’s Office, Office of the Lieutenant Governor, and the Office of the Attorney General.

The workplace consists of any state owned or leased property or any site where state employees are performing official duties.

Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

A copy of the entire Commonwealth of Virginia’s Policy on alcohol and Other Drugs may be obtained from your agency human resource office.
3. GENERAL POLICIES AND INFORMATION

3.1 RADFORD UNIVERSITY ALCOHOL AND DRUG POLICY

In compliance with the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, the Drug-Free Workplace Act of 1988, and the Drug-Free Communities and Schools Act Amendments of 1989, Radford University has developed the following policy. A copy of the Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from the Radford University Department of Human Resources.

I. Employees of Radford University are prohibited from the following acts:

A. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the worksite;

B. Impairment on the worksite from the use of alcohol or other drugs, except the use of drugs for legitimate medical purposes;

C. Action which results in the criminal conviction for

1. A violation of any criminal drug law, based upon conduct occurring either on or off the worksite; or

2. A violation of any alcohol beverage control law or law which governs driving while intoxicated, based upon conduct occurring on the worksite.

D. Failure to report to their supervisors that they have been convicted of any offense, as defined in C above, within five calendar days of the conviction.

Included under this policy are all employees of the University including salaried and wage faculty and staff.

The worksite consists of any state-owned or leased property or any site where official duties are being performed by state employees.

Any employee who commits a prohibited act shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

II. Counseling, Treatment, and Rehabilitation Programs

Employees with health care coverage in the COVA Care Plan have access to an employee assistance program (EAP) and substance abuse services through Value Options. Other agencies may provide assistance and referral information. These include the Department of Mental Health, Mental Retardation, and Substance Abuse Services; the Department of Health; the Department of Rehabilitative Services; or the Department for Rights of Virginians with Disabilities.
VIRGINIA LAWS PERTAINING TO THE UNLAWFUL POSSESSION OR DISTRIBUTION OF Controlled Substances, ILLICIT DRUGS AND ALCOHOL

LEGAL SANCTIONS

ALCOHOL

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail up to twelve months and a fine up to $2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both.

3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.

4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Persons violating the law, upon conviction, expose the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

CONTROLLED SUBSTANCES AND ILLICIT DRUGS

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to $2,500, either or both.

2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to $2,500, either or both.

3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to $1,000, either or both.

4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $500.

5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to $500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to $500,000.
7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.

8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to $500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.

9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

Additionally, the Code of Virginia section 18.2-255.2 specifically prohibits the manufacture, selling, distribution, or possession with the intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana at any time on or near any property of a public institution of higher education. Violation of this section constitutes a separate and distinct felony punishable by one to five years imprisonment and a fine of up to $100,000.

HEALTH RISK-ABUSE OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
### Federal Trafficking Penalties

**As of November 18, 1986**

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>PENALTY</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine</td>
<td>10-99 gm or more</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>100-999 gm or</td>
<td>2nd Offense</td>
<td>Not less than 5 years, Not more than 40 years.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than 1 kg or</td>
<td></td>
<td></td>
<td>Fine 5 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>1 kg or more</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than 5 kg or</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td></td>
<td></td>
<td>Fine 5 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Cocaine</td>
<td>500-4,999 gm or</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine Base</td>
<td>5-49 gm or</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP</td>
<td>50 gm or more</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>10 gm or more</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fentanyl</td>
<td>400 gm or more</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fentanyl Analogue</td>
<td>100 gm or more</td>
<td>1st Offense</td>
<td>Not less than 10 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>more than mixture</td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drug**

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>PENALTY</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Any</td>
<td>1st Offense</td>
<td>Not more than 20 years.</td>
<td>Not more than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fine 5 million individual, $10 million other than individual.</td>
<td>Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Any</td>
<td>1st Offense</td>
<td>Not more than 20 years.</td>
<td>Not more than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fine 5 million individual, $10 million other than individual.</td>
<td>Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Any</td>
<td>1st Offense</td>
<td>Not more than 20 years.</td>
<td>Not more than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fine 5 million individual, $10 million other than individual.</td>
<td>Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Any</td>
<td>1st Offense</td>
<td>Not more than 20 years.</td>
<td>Not more than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd Offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fine 5 million individual, $10 million other than individual.</td>
<td>Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
</tbody>
</table>

*Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.  Does not include marijuana, hashish, or hash oil. (See separate chart.)

### Federal Trafficking Penalties - Marijuana

**As of November 18, 1986**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more;</td>
<td>Marijuana Mixture containing detectable quantity*</td>
<td>Not less than 10 years, not more than life.</td>
<td>Not less than 20 years, not more than life.</td>
</tr>
<tr>
<td>1,000 or more</td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td>plants</td>
<td></td>
<td>Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg;</td>
<td>Marijuana Mixture containing detectable quantity*</td>
<td>Not less than 5 years, not more than 40 years.</td>
<td>Not less than 10 years, not more than life.</td>
</tr>
<tr>
<td>or 100-999 plants</td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>Not more than 20 years.</td>
<td>Not more than 20 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>Hashish</td>
<td>Fine 1 million individual, $2 million other than individual.</td>
<td>Fine 5 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not more than 20 years.</td>
<td>Not more than 20 years.</td>
</tr>
<tr>
<td>50-99 plants</td>
<td>Marijuana</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine 1 million individual, $2 million other than individual.</td>
<td>Fine 5 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana</td>
<td>Not more than 5 years.</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>Hashish</td>
<td>Fine not more than $250,000, $1 million other than individual.</td>
<td>Fine not more than $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>Less than 10 kg</td>
<td>Hashish</td>
<td>Not more than 10 years.</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
<td>If death or serious injury, not less than 20 years, Not more than life.</td>
</tr>
<tr>
<td></td>
<td>Hashish</td>
<td>Fine not more than $10,000, $250,000 other than individual.</td>
<td>Fine not more than $200,000 individual, $500,000 other than individual.</td>
</tr>
</tbody>
</table>

*Includes Hashish and Hashish Oil*
### Controlled Substances – Uses and Effects

<table>
<thead>
<tr>
<th>DRUGS/CSCA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>DURATION (Weeks)</th>
<th>USUAL METHOD OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSAGE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td>III-V</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>II-III</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Codeine</td>
<td>II-V</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Heroin</td>
<td>II-V</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>II-V</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>II-V</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Methadone</td>
<td>II-V</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>III-V-IV</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral SJ (Sudorine)</td>
<td>Euphoria, dryness, constipation, slow shallow breathing</td>
<td>Slow and shallow breathing, slurred speech, skin convulsions, coma, possible death</td>
<td>Watery eyes, funny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
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### DEPRESSANTS

- **Chlordiazepoxide**
- **Barbiturates**
- **Benzodiazepines**
- **Methaqualone**
- **Glutethimide**
- Other Depressants

### STIMULANTS

- **Cocaine**
- **Amphetamine**
- **Phencyclidine**
- Other Stimulants

### HALLUCINOGENS

- **LSD**
- **Mescaline and Peyote**
- **Amphetamine Variants**
- **Phencyclidine**
- **Phencyclidine Analogs**
- Other Hallucinogens

### CANNABIS

- **Marijuana**
- **Tetrahydrocannabinol**
- **Hashish**
- **Hashish Oil**
2.3 RADFORD UNIVERSITY SEXUAL HARASSMENT POLICY
(Revised by the Board of Visitors August 25, 1998)

POLICY STATEMENT

Radford University is committed to creating and maintaining a work and study environment which is free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work, academic, or living environment.

In compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the University will not tolerate any verbal, nonverbal, or physical behavior which constitutes sexual harassment by employees of the University in connection with their employment. The term "employee" refers to any faculty or staff member or any student with a contractual employment agreement, e.g., GTA's. In all cases of alleged sexual harassment in which the violation is committed by a student, status as a student is adjudicated by the University's student judicial system. Violations of the policy prohibiting sexual harassment may lead to disciplinary actions, including reprimands, suspension, or termination of employment or academic status.

Definition of Sexual Harassment
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when at least one of the following conditions is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work, academic, or living environment.

Examples of Sexual Harassment
Examples of physical and verbal conduct which may constitute sexual harassment are:

1. Physical assault.
2. A direct or implied threat that submission to sexual advances will be a condition of employment, promotion, grades, etc.
3. A direct and unwanted proposal or subtle unwanted pressure to engage in sexual activity.
4. A pattern of conduct causing discomfort or humiliation, e.g., unnecessary touching or remarks of a sexual nature, including comments about dress, jokes, or anecdotes.

Consensual Relationships
Consenting romantic and sexual relationships between employee and student or between supervisor and supervisee are generally deemed imprudent. An employee who enters into a relationship with a student, or a supervisor with a supervisee, where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove mutual consent as a grounds for defense.
**Complaint Procedures**

Employees and students who believe they may have been sexually harassed, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may find it helpful to discuss their concerns confidentially and informally with the Director of Human Resources. Students may also consult a staff member of the Center for Counseling and Student Development or the Office of the Dean of Students. NOTE: The Director of Human Resources may perform or designate another member of the Human Resources Staff to perform these responsibilities.

If an individual has a complaint of sexual harassment, it is recommended that the individual first inform the alleged offender about the unwelcome behavior. If the alleged offender does not change the unwelcome behavior after being informed, or if the offended individual is uncomfortable about approaching the alleged offender, the procedure specified in this policy for filing a complaint should be followed.

Personnel with supervisory responsibility are required to take immediate and appropriate action when incidents of sexual harassment or possible sexual harassment are brought to their attention. These individuals will contact the Director of Human Resources for guidance.

Use of this grievance procedure is not a prerequisite to filing a complaint with an agency outside the University. In addition, individuals may elect to use the University's Discrimination Complaint Procedure for issues of sexual harassment that constitute discrimination.

Because of the sensitive nature of situations involving sexual harassment, and in order to assure efficient and confidential resolution of these issues while preserving the rights of all affected persons, the University has established the following procedure to address sexual harassment complaints against employees of the University. Specific time limitations stated in this policy may be extended by mutual agreement or by extenuating circumstances.

**A. Informal Procedure**

A. Employees and students who feel they have been victims of sexual harassment are urged to contact the Director of Human Resources at 704 Clement Street for a confidential interview. The telephone numbers are 540-831-5421 for voice; 540-831-5128, hearing impaired.

B. The Director of Human Resources will schedule an interview at the earliest convenience of the complainant, but ordinarily no later than 10 work days after the complainant has contacted the Director of Human Resources.

C. The Director of Human Resources will listen to the complaint and assist the complainant in clarifying his/her experiences. If appropriate, the Director of Human Resources will advise the complainant of his/her options, including options outside the University's internal complaint procedures:

   a. A student or employee may initiate the University's internal complaint procedure by filing a complaint in writing with the Social Equity Office. A complaint should be filed within 180 days of the action giving rise to the grievance.

   b. A student may file a formal complaint with the U.S. Department of Education, Office for Civil Rights. Such a complaint must be filed within 180 days from the date of the occurrence of the alleged sexual harassment, unless the time for filing is extended for good cause. If the University's internal complaint procedure is used, the complainant must file with the Office for Civil Rights within 60 days of exhausting the University's internal complaint procedure.

   c. An employee may file a formal complaint with the U.S. Equal Employment Opportunity Commission or the Commonwealth's Office of Equal Employment Services. Such a complaint must be filed within 180 days of the occurrence of the alleged sexual harassment.
d. A classified employee may file a complaint of sexual harassment through the State Employee's Grievance Procedure. Such a complaint must be filed within 30 days of the occurrence of the alleged sexual harassment.

D. The investigation of a complaint will be initiated by informing the alleged offender of the allegations and giving him or her an opportunity to respond. The appropriate vice president or the President, if the alleged offender is employed in a department that reports to the President, may be included in a meeting with the alleged offender.

E. Efforts will be made to resolve complaints informally whenever informal resolution appears possible. If the University determines that an informal resolution is not possible, or if attempts to achieve such informal resolution do not succeed, the alleged offender will be informed of the formal procedure, as described below.

F. If the complainant is satisfied with the outcome in the informal procedure, no further action is required.

B. Formal Procedure
1. Where informal resolution is not achieved, the complaint will be dealt with as a formal complaint and heard by a panel. Within 10 work days of the decision to deal with the complaint as a formal accusation, the Director of Human Resources will organize a panel to hear the complaint.

2. The review panel will consist of three members from the University community. Each party will select a panel member. The third member will chair the panel and will be selected by the vice president of the division in which the accused is an employee or by the President, if the accused is employed in a department that reports to the President. To ensure an impartial panel, no member may have had prior involvement in the investigation of the complaint; have direct or indirect supervisory responsibility for either party; or be in a direct or indirect subordinate position to either party.

3. The panel will hold the hearing within 15 work days after all its members have been selected and will render its decision within 10 work days of the conclusion of the hearing. Written guidelines will govern the conduct of the panel hearing.

4. Both parties and witnesses may present evidence to the panel. Based on the evidence presented, the panel will decide by majority vote whether sexual harassment occurred and report its decision in writing to the appropriate vice president with notice to the Director of Human Resources. The Director of Human Resources will ensure that the complainant and accused are informed in writing of the panel's decision. If there is a finding of discrimination, the vice president will take appropriate action, which may include imposing sanctions or recommending sanctions to the appropriate supervisor.

5. The complainant or accused may appeal the panel's decision in writing to the President. The President may refer the appeal decision to another individual or group, if appropriate. The appeal must be made within three work days of notification of the finding of the panel. A decision regarding the appeal will be made as soon as possible, but normally no later than 10 work days after the written appeal is received.

6. If the panel or the President finds that there is no validity to the complaint, all members of the University community who have been involved in the investigation will be informed in writing by the Director of Human Resources.

Whether or not a formal complaint is filed, the University has a legal duty to investigate and take appropriate action in response to any potential incident of sexual harassment. When an investigation results in a finding of sexual harassment and a formal complaint has not been filed, action will be taken under the appropriate disciplinary policy.
Conditions Regarding the Sexual Harassment Policy

Retaliation Prohibited. This policy seeks to encourage students and employees to express freely, responsibly, and in an orderly way any problem or complaint of sexual harassment. Any act of reprisal, interference, restraint, or penalty against a student or an employee who has filed a complaint or participated in the complaint process is prohibited. Retaliation constitutes a violation of the sexual harassment policy and will be dealt with under the provisions of the appropriate disciplinary policy.

Frivolous or False Charges. This policy shall not be used to bring frivolous or malicious charges. Disciplinary action under the appropriate policies or provisions of the Student Conduct Code concerning misconduct shall be taken against any person bringing a known false charge of sexual harassment.

Confidentiality. Strict confidentiality by all parties involved is an expectation of this policy. The Director of Human Resources and the panel will release information concerning the complaint and the parties involved only on a need-to-know basis.

Records Maintenance. The Director of Human Resources will be responsible for contacting in writing all supervisory personnel involved in investigations to request that all records of complaints and investigations (including photocopies) be sent to the Director of Human Resources for maintenance. All records are confidential and will be kept on file for three years, in compliance with state and federal requirements.

Responsibilities. The Director of Human Resources has the responsibility for implementation and administration of this policy.

If a person having responsibility under this policy is the alleged offender, the President will designate an individual to exercise that person’s authority. If the President is the alleged offender and the complaint cannot be resolved informally, the complaint will be referred to the Board of Visitors.

Responsibility for a comprehensive training program will be coordinated by the Director of Human Resources. The program will include awareness training for administrators, faculty, staff members, and students. Student programs will be coordinated through the Office of the Vice President for Student Affairs; faculty programs through the Office of the Vice President for Academic Affairs; and staff programs through the Department of Human Resources.
2.2 RADFORD UNIVERSITY DISCRIMINATION COMPLAINT PROCEDURE
(Revised by the Board of Visitors August 25, 1998)

Statement of Nondiscrimination
Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Director of Human Resources at 704 Clement Street. Telephone: voice 540-831-5421, hearing impaired 540-831-5128.

Complaint Procedure
Radford University has an internal grievance procedure providing for prompt and equitable resolution of discrimination complaints. Only acts of discrimination committed by University employees in connection with their University employment may be reviewed through the procedure identified in this document. The term “employee” refers to any faculty or staff member or any student with a contractual employment agreement, e.g., GTA’s. In all cases of alleged discrimination in which the violation is committed by a student, status as a student is adjudicated by the University's student judicial system. All faculty, staff, and students have access to this procedure.

Informal Procedure
2. Individuals who believe they may have been subjected to discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may discuss their concerns confidentially and informally with the Director of Human Resources. Students may also consult a staff member at the Center for Counseling and Student Development or the Office of the Dean of Students. These individuals will be advised of the option of filing a complaint with the U.S. Department of Education, Office for Civil Rights.

3. The internal discrimination complaint procedure is initiated when the complaint is filed in writing with the Director of Human Resources. A complaint will be filed within 30 calendar days of the most recent action giving rise to the grievance.

4. The Director of Human Resources will schedule an interview at the earliest convenience of the complainant, but ordinarily no later than 10 work days after the Director of Human Resources has received the complaint.

5. The investigation of a complaint will be initiated by informing the alleged offender of the allegations and giving him or her an opportunity to respond. The appropriate vice president or the President, if the alleged offender is employed in a department that reports to the President, may be included in a meeting with the alleged offender.

6. Efforts will be made to resolve complaints informally whenever informal resolution appears possible. If the University determines that an informal resolution is not possible, or if attempts to achieve such informal resolution do not succeed, the alleged offender will be informed of the formal procedure, as described below.

7. If the complainant is satisfied with the outcome in the informal procedure, no further action is required.

Formal Procedure
1. Where informal resolution is not achieved, the complaint will be dealt with as a formal complaint and heard by a panel. Within 10 workdays of the decision to deal with the complaint as a formal accusation, Director of Human Resources will organize a panel to hear the complaint.

2. The review panel will consist of three members from the University community. Each party will select a panel member. The third member will chair the panel and will be selected by the vice president of the division in which the accused is an employee or by the President, if the accused is employed in a department that reports to the President. To ensure an impartial
panel, no member may have had prior involvement in the investigation of the complaint; have direct or indirect supervisory responsibility for either party; or be in a direct or indirect subordinate position to either party. Panels hearing complaints relating to denial of tenure, promotion, or reappointment must consist of three tenured faculty members.

3. The panel will hold the hearing within 15 work days after all its members have been selected and will render its decision within 10 work days of the conclusion of the hearing. Written guidelines will govern the conduct of the panel hearing.

4. Both parties and witnesses may present evidence to the panel. Based on the evidence presented, the panel will decide by majority vote whether discrimination occurred and report its decision in writing to the appropriate vice president with notice to the Director of Human Resources. The Director of Human Resources will ensure that the complainant and accused are informed in writing of the panel's decision. If there is a finding of discrimination, the vice president will take appropriate action, which may include imposing sanctions or recommending sanctions to the appropriate supervisor.

5. The complainant or accused may appeal the panel's decision in writing to the President. The President may refer the appeal decision to another individual or group, if appropriate. The appeal must be made within three workdays of notification of the finding of the panel. A decision regarding the appeal will be made as soon as possible, but normally no later than 10 workdays after the written appeal is received.

6. If the panel or the President finds that there is no validity to the complaint, all members of the University community who have been involved in the investigation will be informed in writing by the Director of Human Resources.

**Conditions Regarding the Grievance Procedure**

The time periods contained in this procedure may be extended by agreement of the parties. The panel may, under unusual circumstances with just cause, extend the time periods applicable to the panel.

Disciplinary action may be taken against any person bringing a known false charge of discrimination.

The Director of Human Resources may perform or designate another member of the Human Resources Staff to perform these responsibilities.

If a person having responsibility under this procedure is the alleged offender, the President will designate an individual to exercise that person's authority. If the President is the alleged offender and the complaint cannot be resolved informally, the complaint will be referred to the Board of Visitors.

The Director of Human Resources will administer this procedure and maintain the official records of Radford University relating to the complaints filed.

Use of this grievance procedure is not a prerequisite to filing a complaint with an agency outside the University, such as the U.S. Department of Education, Office for Civil Rights (for students) and the U.S. Equal Employment Opportunity Commission or the Commonwealth's Office of Equal Employment Services (for faculty and employees). Addresses and telephone numbers of enforcement agencies are available from the Director of Human Resources.

For issues of discrimination related to accommodation, individuals with disabilities who are otherwise qualified will use the procedures outlined in the University's Accommodation Procedure for Employees with Disabilities. For issues of discrimination related to sexual harassment, individuals may use the procedures outlined in the University's Sexual Harassment Policy.

Any act of retaliation against a student or an employee who has filed a complaint or participated in the complaint process is prohibited and may result in disciplinary action.
Radford University's computers, networks, and information systems exist to promote shared access to computing, communication, and information systems necessary to support the university's missions of teaching, research, and public service. Thus, all account holders of university information facilities have a responsibility to use these systems in a respectful, ethical, professional, and legal manner.

Radford's Acceptable Use Policy applies to any individual (faculty, staff, and guests) using Radford University owned or leased computers, networks, Internet connections, and communications systems transmitting either data, voice, or video information. Activities involving these systems shall be in accordance with university policy and relevant state, federal, and international laws.

All account holders of university information facilities agree to demonstrate respect for (1) the privacy of others, (2) intellectual property rights (copyrights, trademarks, licenses, etc.) and ownership of information, (3) the operation and integrity of the various information systems, (4) individuals' rights to be free of intimidation, harassment, and unwarranted annoyances, and (5) relevant state and federal laws relating to information technology.

While respecting an individual employee’s privacy, the university cannot guarantee confidentiality. The university has the right to monitor all aspects of university systems, including sites, instant messaging systems, chat or news groups visited by users, material downloaded or uploaded by users, and e-mail sent and/or received by users. Such information stored or transmitted on university systems by employees are considered university property and subject to disclosure to appropriate university administrators in a need-to-know situation, such as the investigation of a complaint. Electronic records retained on university systems are subject to state and federal Privacy Acts as well as Freedom of Information Acts. World Wide Web information located in designated web directories will be considered public information if read access is granted. The maintenance, operation, and security of computing resources require responsible RU personnel to monitor and access the system. Radford University reserves the right to do periodic host scans to ensure there are not security holes on machines connected to the Radford University network.

The Commonwealth's Public Records Management Program does not consider electronic media suitable for permanent archival storage. Thus, all university employees are responsible for ensuring that permanent university records are stored on appropriate archival media, such as paper or microfilm. Employees who fail to appropriately archive important university information may be subject to disciplinary action due to negligence.

Access to university information systems is a privilege that may be revoked for reasons including, but not limited to, violations of the Acceptable Use Policy for Computer and Information Technology Systems. Access may be revoked on an interim basis by the university in order to safeguard university resources, to limit the university's liability for damages due to violations of the Acceptable Use Policy, and to investigate allegations of abuse of the Acceptable Use Policy. The university considers any violation of the Acceptable Use Policy to be a serious offense, and violators will be subject to disciplinary action as specified in the Teaching and Research Faculty, Administrative and Professional Faculty, and Classified Staff Handbooks. Violators may also be subject to prosecution under various relevant state and federal laws. The university disclaims all liability for harm or offense suffered as a result of the conduct or action of account holders of the university's information systems.

All account holders will abide by the following conditions:

A. Account holders are responsible for all activity that occurs in or through their accounts and/or their computers.
   1. Account holders shall not share access to individual computer accounts.
   2. Account holders shall keep passwords secret.
B. Account holders may only access information that is their own, information to which they have been given explicit documentable authorization to access, or public information. World Wide Web information located in designated web directories will be considered public information if read access is granted.

C. Account holders shall abide by all relevant state and federal laws governing copyrights, trademarks, licensing terms for corporate software, ownership of information, and related material.

D. Account holders, in respect of the operation and integrity of a shared system, shall not attempt to interfere with the normal operation, integrity, validity, or the security of any university or non-university information system.

1. Account holders shall abide by the regulations posted in computer labs and on university systems.

2. Account holders shall not attempt to misappropriate or guess system passwords nor inappropriately use system accounts.

3. Account holders shall not use other computers or programs to decode passwords, access restricted system control information, or monitor restricted system or network communications.

4. Account holders shall not intentionally monopolize or waste resources such as Central Processing Unit (CPU) time, network bandwidth, disk storage, printers, paper, manuals, etc.

5. Account holders shall report possible security violations and/or problems to appropriate university systems administrators.

6. Account holders shall assist university officials with the investigation of violations of university computing policies and will provide university officials with unencrypted files necessary for the investigation of violation of university computing policies. Failure to cooperate with such investigations will result in suspension of privileges and discipline under the Standards of Conduct.

E. Account holders shall not use university systems to store or transmit obscene or pornographic material in violation of state and federal law.

F. University information systems shall not be used for non-RU-affiliated, on-going commercial business enterprises or for any unauthorized mass mailings.

G. Account holders shall not use university systems to abuse, verbally assault, defame, harass, intimidate, or otherwise annoy an individual or individuals.

H. Account holders shall observe the conditions of the Radford University Privacy Statement when developing web pages and web applications. The Privacy Statement is found on the Radford University homepage.
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<tr>
<th>Procedure Title: Criminal Background Check</th>
<th>Effective Date: 10/17/2011</th>
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<tr>
<td>Procedure ID #: HR PR-1400</td>
<td>Date of Last Revision: 2/1/2012</td>
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<td>Oversight Department: Human Resources</td>
<td>Next Review Date: 2/1/2013</td>
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Procedure for Policy #HR PO-1400  
Policy Title: Criminal Background Check Policy

1. Brief Policy Description
   The purpose of the Criminal Background Check Policy is to promote a safe environment and protect the welfare of students, employees, and visitors to our campus and to protect organizational assets including people, property and information.

2. Applicability
   This policy applies to all full-time and part-time employees, and 1500-hour wage positions. Certain other positions may be designated as well.

3. Procedure
   a. Communication of Policy
      The provisions of the criminal background check policy will be communicated to applicants using application materials provided to all applicants, departmental employment interviews and offer letters. The provisions of this policy will be communicated to current employees by department heads, supervisors, and Human Resources.

      In addition, Human Resources staff members will be available to discuss the provisions and procedures of the policy with supervisors, employees and applicants.

   b. Initiating the Criminal Background Check
      The selected candidate must complete a release form permitting conduct of the criminal background check immediately upon a conditional offer of employment being made.

      The University reserves the right to conduct criminal background checks on the widest scope available. Normally, criminal background checks will include a review of the individual’s records to include a Virginia Criminal Records Search and the Sex Offender Registry. Individuals who have lived outside the
Commonwealth of Virginia will include county checks for all counties in which the individual has lived over the past seven (7) years.

c. **Review Process**

Human Resources will initially review the criminal background records to determine job relatedness and will contact the department with the results if the check reveals a job-related criminal background record. If the individual has convictions that are job-related, the University may deny employment. The determination to deny employment will be made by the hiring authority in consultation with Human Resources. A decision to hire an applicant with a job-related conviction requires the approval of the appropriate division head.

In making the determination of job-relatedness, Human Resources and the hiring authority will consider how recently the conviction occurred; the frequency and severity of the crime(s); and the age of the individual at the time the crime was committed. The safety and security of the campus and the members of the campus community will be the University's foremost consideration.

Any information related to the criminal background history will be maintained in the strictest confidence possible. Only essential personnel involved in the hiring process and the individuals involved in the assessment of job-relatedness may be informed of information on the criminal background check of an employee on a need-to-know basis. Those who violate the terms of this policy, including violations of confidentiality, are subject to disciplinary action including termination.

d. **Preliminary Offers**

Criminal background checks should be completed prior to an employee's employment begin date. Exceptions to this must have the joint approval of the appropriate division head and the Director of Human Resources. If an exception is made, the offer letter or employment contract will explicitly state that, “This offer is contingent upon the satisfactory completion of a criminal background check.”

4. **Responsibilities**

**Current Employee:** As a condition of continued employment, every employee must inform his/her supervisor or Human Resources within five business days if he/she is convicted of a crime (not including traffic infractions). A CDL holder must report traffic infractions pursuant to licensing regulations. The University reserves the right to then conduct a criminal background check. Information discovered that leads to the conclusion that the safety and security of the campus and/or the members of the campus community are at risk will be reviewed, and the individual’s employment may be affected. Reporting of
convictions is applicable to all employees, whether or not their positions were subject to an original criminal background check.

Department Heads, Hiring Authorities and Supervisors: Responsible for their department’s adherence to this policy, including clearly communicating this requirement to job candidates and to all current employees upon policy implementation. The supervisor should consult with HR to determine if a reported conviction is job-related.

Human Resources: Responsible for the management of the policy, including overseeing the criminal background check process, the confidential reporting of job-related negative results to the appropriate individual in the hiring department, and the confidential storage of all findings.

5. Appendices