



Drug Free Workplace Policy

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and [California Drug-Free Workplace Act of 1990], San Francisco Institute of Esthetics and Cosmetology (SFIEC) prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. SFIEC similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

The drug-free workplace consists of all locations where SFIEC does business. This includes, but is not limited to; all lecture classrooms, parking lots, all administrative offices, corridors, storage rooms, and any space added to the school or school property.

Health Risks:

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee or student under the influence and fellow workers and students. Described below are some of the additional dangers and symptoms relative to use/abuse:

Marijuana

Commonly known as "pot," it is a plant with the botanical name of *cannabis sativa*. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. Feelings of euphoria, relaxation, and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, reduced fertility and sex drive.

Regardless whether or not the state allows the use of marijuana or medical marijuana, at the federal level, marijuana remains classified as a Schedule I substance under the Controlled Substances Act, in which Schedule I substances are considered to have a high potential for dependency and no accepted medical use, making distribution or use of marijuana a federal offense. Therefore, regardless of the circumstance, marijuana cannot be brought to or used on the school's campus.

Cocaine/Crack

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive.

Crack is a form of smokeable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5–10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits."

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family, and friends, and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health and medical issues.

Hallucinogens

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions, and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat, to major changes such as tumors. High doses can greatly alter the state of consciousness.

After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be dangerous.

Heroin

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as "junk" or "smack," heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include "pin point pupils," drowsy, lethargic, slurred speech, and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted as a result of heroin in the mother's breast milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug.

Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain, which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus); methamphetamine users also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

Depressants

Depressants are highly addictive. They are usually known as “downers.” A user may be drowsy, lethargic, suffer from memory loss, and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma, and death.

Ecstasy

(MDMA) Also known as XTC, X, and E, Ecstasy is a mind-altering drug with hallucinogenic and speed-like side effects. Often used at raves, it is taken to promote loss of inhibition, excited-ness, euphoria, energy, and sexual stimulation. Ecstasy increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”).

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture — complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma), and death. GHB was used as a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

Drug Conviction Notification and Imposed Sanctions

- Any employee or student must notify SFIEC of any criminal drug statute conviction for a violation occurring in the workplace no later than **five** days after such a conviction.
- Within 30 days after receiving notice of an employee or student conviction, SFIEC will impose corrective measures on the employee or student convicted of drug abuse violations in the workplace by:
 1. Taking appropriate action against the employee or student up to and including expulsion or termination of employment and referral for prosecution and/or
 2. Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes be a federal, state, or local health, law enforcement, or other appropriate agency.

Laws Relating to Drug Violations:

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Any employee or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

<i>Where can students go for help?</i>	<i>Where can staff go for help?</i>
San Francisco Department of Public Health 415-554-2710 www.sfdph.org/dph	San Francisco Department of Public Health 415-554-2710 www.sfdph.org/dph

Drug Abuse and Addiction Information and Treatment Centers

- Harm Reduction Therapy Clinic 415-863-4282
- National Institute on Drug Abuse 1-800-662-HELP
- Alcohol Abuse 415-674-1872
- Alcoholics Anonymous World Services 415-674-1872
- National Institute of Alcohol Abuse and Alcoholism <http://www.niaaa.nih.gov>
- Alcoholics Anonymous (AA) 415-674-1872
- ACOA (Adult Children of Alcoholics) 562-595-7831
- AL-NON (Family & Friends of Alcoholics) 415-834-9940
- The Center for Substance Abuse Treatment and Referral Hotline 1-877-726-4727

SFIEC has additional referrals you can contact.

Policy Distribution Procedures:

SFIEC's Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment. The enrollment agreement signed by every student will acknowledge receipt of the Drug-Free Workplace Policy.
- Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement. Annually, the human resources department will be responsible for distributing the policy to current staff employees.

Biennial Review

The school conducts a biennial review of its Drug-Free Workplace Policy to determine the program's effectiveness; any needed changes, the number of drug- and alcohol-related violations and fatalities, and the number and type of sanctions imposed. Contact the School Director to request a copy of the biennial review.

Federal Trafficking Penalties*

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500-4,999 grams mixture	First offense: Not less than five years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.	5 kgs or more Mixture	First offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. Two or more prior offenses: Life imprisonment
Cocaine Base (Schedule II)	28-278 grams mixture		279 grams or more Mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5- 49 grams pure or 50-400 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 grams or more pure or 1 kg or more mixture		
Penalties				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second offense: Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram or more			
Other Schedule III drugs	Any amount	First offense: Not more than five years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All other Schedule IV drugs	Any amount	First offense: Not more than three years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second offense: Not more than six years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	First offense: Not more than one year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second offense: Not more than two years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties — Marijuana*

Drug	Quantity	First Offense	Second Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$4 million if an individual, \$10 million if other than an individual. 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life. • If death or serious injury, mandatory life. • Fine not more than \$8 million if an individual, \$20 million if other than an individual.
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than five years, not more than 40 years. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$2 million if an individual, \$5 million if other than an individual. 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, mandatory life. • Fine not more than \$4 million if an individual, \$10 million if other than an individual.
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life. • Fine \$1 million if an individual, \$5 million if other than an individual. 	<ul style="list-style-type: none"> • Not more than 30 years. • If death or serious injury, mandatory life. • Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than five years. • Fine not more than \$250,000, \$1 million if other than an individual. 	<ul style="list-style-type: none"> • Not more than 10 years. • Fine \$500,000 if an individual, \$2 million if other than an individual.
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

*From the U.S. Drug Enforcement Administration

By signing this document, the employee or student agrees to abide by
Drug-Free Workplace Policy and understands the sanctions associated with violating such policy.

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Check one:

Staff

Student

Print Name

ID or Social Security Number

Signature

Date