

TO: All University Employees

FROM: Stephen J. Beditz  
Associate Vice President for Human Resources

SUBJECT: **Information on Alcohol and Drug Use in the Workplace  
And Campus Safety and Security**

On the reverse side of this memorandum is a copy of the University at Albany **Policy on Alcohol and Drug Use in the Workplace**. Please read it carefully to familiarize yourself with its provisions. If you have any questions about the policy, please contact me or James Mancuso 437-4702. The policy is also available at the following web site:

<http://hr.albany.edu/content/alcohpol.asp>

The Employee Assistance Program (EAP) can provide information and referral assistance to employees dealing with drug or alcohol related problems. In addition, EAP periodically conducts supervisory training that includes information on alcohol and drug abuse. Our EAP Coordinator can be reached at 442-5483.

The web sites noted below are educational and informative and you are encouraged to visit them. Information on health risks associated with the consumption of alcohol and the illegal use of drugs, as well as legal sanctions for violation of Federal and State drug laws can be obtained through links from the **Right to Know** page on the University web site, [www.albany.edu](http://www.albany.edu), or by going directly to the following sites:

[www.health.org](http://www.health.org)  
[www.usdoj.gov/dea](http://www.usdoj.gov/dea)

Information about University at Albany safety and security can also be obtained through a link from the Right to Know page on the University web site, or obtained directly at <http://police.albany.edu>. Information is available about reporting a crime or other emergency; building security; University Police Department enforcement authority; crime prevention programs; campus crime statistics; sexual harassment, rape, and sexual assault; and campus security programs and procedures. If you wish to receive a printed copy of the information, please call 437-4702.