

**Commonwealth of Virginia/Old Dominion University
Policy Summary Acknowledgement**

Summary of Policy 1.05 - Alcohol and Other Drugs

Alcohol and Other Drugs policy states that the following acts by employees are prohibited:

the unlawful or unauthorized manufa

beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or off the workplace to your supervisor or designee within 72 hours of an arrest;

action which results in the criminal conviction for a (n):

- violation of any criminal drug law, based on conduct occurring either on or off the workplace, or
- violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based on conduct occurring on the workplace;
- failure to report to their supervisor that they have been convicted of any offense described above within five calendar days of the conviction

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

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.

Summary of Policy 1.75 - Use of Electronic Communications & Social Media

Agency provided computer systems that allow access to the internet and electronic communication systems are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs. Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- accessing, downloading, printing or storing information with sexually explicit content as prohibited by law (see Code of Virginia 2.2-2827);
- downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;

installing or downloading computer software, programs, or executable files contrary to policy;
uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
uploading or downloading access-restricted agency information contrary to policy or in violation of agency policy;
sending e-mail using another's identity, an assumed name, or anonymously;
permitting a non-user to use for purposes of communicating the message of some third party individual or organization;
any other activities designated as prohibited by the agency.

Violations of this policy must be addressed under Policy 1.60, Standards of Conduct Policy, or appropriate disciplinary policy or procedures for employees not covered by the Virginia Personnel Act.

By signing below I verify that I have read the content of these summaries and understand that it is my responsibility to abide by the applicable policies.

Employee's Signature _____

Printed Name _____ Date _____

Policy 1.05 – Alcohol and Other Drugs http://www.dhrm.state.va.us/hrpolicy/web/pol1_05.html

Full copy of the alcohol and drug policy is available upon request from the Department of Human Resources.