CIAM

UNIVERSITY DRUG AND ALCOHOL POLICY

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California Institute of Advanced Management

MANAGEMENT THAT MATTERS

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University Drug and Alcohol Policy

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, California Institute of Advanced Management (the "University" or "CIAM") is required to provide the following information to all students and employees:

- Standards of Conduct prohibiting the possession, use, or distribution of illicit drugs or alcohol by students and employees on its property or as part of its activities;
- a description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs or alcohol;
- a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of assistance resources available to employee and students; and
- a clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the standards of conduct.

New students receive notification in the New Student Orientation process. This process is formally conducted by sending the notification to students, faculty, and staff via University email accounts in conjunction with the University's annual campus security report in the Fall Term. Students who enroll after the date of the initial distribution will receive this notification during their admission and enrollment process in their starting term. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to the director of Student Affairs or Human Resources.

University Drug Free School and Workplace Policy

The University strictly prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance, as defined by federal law (which includes marijuana and cannabis related products, including CBD) on University property or as part of any University-sponsored activity. The University also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale or attempted sale of prescription drugs. The use of alcoholic beverages while on University premises, including meal periods and breaks, is absolutely prohibited except when authorized by the President's Office for approved University events, or as set out in the Alcohol Use Policy. However, being under the influence of alcohol at any University function is prohibited.

Using or being under the influence of unauthorized controlled substance, including marijuana and cannabis related products including CBD, while attending University approved functions is also prohibited. Violation of this policy will constitute grounds for disciplinary action. CIAM University will impose sanctions for violation of this policy which may include

- completion of an appropriate rehabilitation program,
- expulsion from school, or
- referral to the authorities for prosecution.

Failure to comply with this policy may result in disciplinary action which may include

- probation,
- suspension,
- expulsion or
- termination from the University.

Student violations will be reviewed under the non-academic Student Code of Conduct procedures. Staff and faculty violations will be reviewed by Human Resources.

For both students and employees, the University retains full and final discretion, within the established policy and regulation limits, on whether, when, and under what conditions a student may be reinstated or an employee returned to employment after an instance of alcohol abuse or improper drug use. Student organizations that violate this policy are also subject to sanctions, including, but not limited to, probation and removal of recognized student organization status.

University Alcohol Policy
All students, faculty, and staff of CIAM University and their guests and visitors are subject to applicable California state law and CIAM University's alcohol policy regarding possession and consumption of alcohol. Please also see the University's Drug Free School and Workplace Policy Statement.

Under special circumstances, with the advance, written approval of the University President, permission for alcohol consumption at an event held on the University campus may be granted if:

- The event is sponsored by a university department or registered campus organization and violations of any applicable California state law and/or the University's alcohol policies are the responsibility of the individual and the sponsoring organization(s) or its representatives.
- The facility being utilized is to be scheduled through Campus Facilities.
- The sponsoring organization(s) and its representative(s) establish and maintain strict controls for the events and will ensure that no minors consume, are served or transport alcoholic beverages to the facility or area.
- The event shall be considered a closed function open to the members of the sponsoring group and their invited guests only.
- Required administrative procedures will be followed
- Possession and consumption of alcohol on campus is permitted by persons 21 years of age or older only at pre-approved University sponsored events.
- Individuals are required to comply with all requests by staff or campus safety for showing proof that they are at least 21 years of age. Failure to comply with such a request will subject the individual to disciplinary sanctions up to and including expulsion or termination from the University.
- Possession, consumption and storage of alcohol is prohibited in all common areas, including, but not limited to: lobbies, public lounges, hallways, stairwells, bathrooms, landings, or outdoor areas unless authorized as an official University event by an appropriate administrative office.
- Furnishing alcohol to a person under the age of 21 years on University property or at a University-sponsored event (on or off campus) is prohibited.

- Public display of intoxication while on University property or at a University-sponsored event is prohibited.
- Driving while under the influence of alcohol is prohibited.

Health Risks Associated with the Abuse of Alcohol and Other Drugs
As an educational institution, the University is primarily concerned with helping the individual students achieve academic goals. When health problems arise, the University may assist and guide a student whose mental or physical health is threatened. Because of the health hazards, students who choose to use alcohol or other drugs should do so in moderation. Should students or employees or their friends have a problem with alcohol or other drugs, there are several resources at the University where one can receive assistance.

The following provides information on the health risks associated with the abuse of alcohol and use of illicit drugs. The U.S. Department of Justice provides information on the effects of alcohol and commonly used drugs and can be referenced on the U.S. Department of Justice's website at http://www.justice.gov and http://www.justice.gov/dea/druginfo/factsheets.shtml

Alcohol Abuse Symptoms and Effects
Alcohol is the most widely used drug on American college and university campuses. Each year there are serious injuries and deaths resulting from its misuse. Alcohol abuse can lead to injuries, automobile accidents, fights, sexual assaults, vandalism, academic failure, an increased risk of AIDS and other sexually transmitted diseases, and even death by suicide, alcohol poisoning, drowning, falls, and other causes. This information is designed to give you an understanding of the properties of alcohol and health risks related to its use. Although many people do not think of it as a drug, alcohol is a powerful mood altering substance. Technically, it falls into a class of drugs known as sedative-hypnotic. Alcohol depresses the brain centers for self-control and inhibition, which often leads to loud or aggressive behavior and makes alcohol appear to act like a stimulant. Like all drugs, its effects depend on the dosage.

According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. Consumption of alcoholic beverages impairs the ability to drive a car or operate machinery and may cause health problems. If you drink on an empty stomach, are tired, sick, upset, or have taken medicine or drugs, you can be unsafe with fewer drinks. Persons who choose to drink alcohol are encouraged to use alcohol responsibly and in moderation.

Two Key Concepts About Alcohol
Impairment: This refers to the deficits in performance, judgment, memory, and motor skills, which occur because of alcohol consumption. Impairment becomes noticeable at blood alcohol levels of 0.05, which can occur when as few as two drinks are consumed.

The deceptive part about impairment is that, by definition, impaired judgment cannot recognize its own impairment. The individual thinks he or she is functioning well, when actually he/she is not. Later, there is an impaired memory of the impaired performance.

Impairment can be a group process. If a group of individuals is drinking heavily, they may reassure one another that they are all functioning well, when in fact each of them has significant mental and behavioral impairment that would be obvious to someone who has not been drinking.

Tolerance: Tolerance means that a drug becomes less effective with repeated usage, and that higher and higher doses are needed to gain the same feeling as before. It is the body's way of adapting to having a foreign substance in the system.

People develop a high tolerance to alcohol when they drink over an extended length of time. This does not mean all in one night but repeated usage of alcohol over many weeks, months, or years. While tolerance may seem to some to be desirable, it significantly increases the risk of alcoholism, long-term health problems, and social problems. For instance, alcohol taken in larger quantities over a long period can damage many body organs, including the liver, heart, and brain. In addition, a person with high tolerance may not feel or look intoxicated when consuming large amounts of alcohol, but his or her cognitive and psychomotor skills are nevertheless impaired. For example, a heavy drinker could still be lucid with a blood alcohol concentration of 0.25, whereas the average person would barely be able to function. Even so, both people would be dangerous on the highway. If an individual has established such high tolerance that she/he can be aware and functional at high blood alcohol levels, this fact by itself usually indicates an alcohol problem or addiction.

Illicit Drugs
The use of Cannabis (Marijuana, Hashish) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Its effect can last more than 4-6 hours after being used. Contrary to popular belief, marijuana is both physically and emotionally addictive.

Hallucinogens (LSD, Ecstasy, and PCP) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects can occur, including ongoing loss of concentration and memory. Frequent use can cause permanent loss of some mental functions.

Cocaine and Crack are highly addictive drugs. The immediate effects of cocaine include dilated pupils, elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, and even death. These drugs cause a temporary feeling of power, impairing judgment and decision-making.

Amphetamines (Crystal, Speed, Crank, and Meth) are highly addictive stimulants, which can cause one to "rush" around and appear stimulated. Amphetamines can cause rapid or irregular heartbeat, loss of coordination, collapse, and even death. Continued stimulant abuse can lead to mood swings, irritability, depression, sleeplessness, and even altered personality and paranoia.

Heroin causes the body to have diminished pain reactions and is highly addictive both physically and emotionally. It can cause disinterest in relationships, personal productivity, and workplace safety. The use of heroin can result in coma and death. Commonly used intravenously, heroin use is associated with a wide range of physical health problems (i.e., AIDS, hepatitis).

Prescription drugs (i.e. antidepressants, pain suppressants, stimulants, and tranquilizers) are safe only if taken as prescribed under the supervision of a licensed physician. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, liver and kidney damage, addiction, nervous system damage, or death.

Recovery and Prevention Resources

Voluntary Rehabilitation

CIAM University supports students, staff, and faculty who voluntarily seek rehabilitation for drug/alcohol-related problems. A list of resources in your area is listed in the following pages. These resources may be accessed for drug education programs as well as for drug rehabilitation programs. You may also contact Student Services, or Human Resources, for confidential assistance in this matter or for additional local resources in your area.

If you choose to avail yourself of a rehabilitation program, students will be provided with an Approved Academic Absence in accordance with the applicable policy.

If a staff member chooses to take advantage of a rehabilitation program, the University will attempt to accommodate him/her with a "reasonable" leave of absence. Accrued sick leave and vacation benefits may be applied toward this leave but will not continue to accrue once expended. Health insurance benefits may be continued at the staff member's expense under COBRA. Your health plan may provide programs for substance use, abuse and dependency. The following is a partial list of community resources if you or your friends have a problem with drugs or alcohol.

Nationwide

- 24/7 Treatment Referral Line (SAMHSA): 800.662.4357 (HELP)
- Alcoholics Anonymous: www.aa.org
- Narcotics Anonymous: www.na.org
- National Council on Alcoholism and Drug Dependence: www.ncadd.org
- National Institute on Drug Abuse: https://www.drugabuse.gov/
- Smart Recovery: www.smartrecovery.org

Orange County

- Narcotics Anonymous: 714/590-2388; www.orangecountyna.org
- Alcoholics Anonymous: 714.556.4555; www.oc-aa.org
- National Council on Alcoholism and Drug Dependence: 949.770.1191; www.ncaddoc.org
- Orange County Crisis Prevention Hotline: 877.727.4747 — 24-hour/7-day hotline

Los Angeles

- Alhambra Behavioral Health Center, (626) 286-1191 Ext. 268
- L.A. County Drug & Alcohol Program, (213) 626-6411
- Alcoholics Anonymous: 800.923.8722; www.lacoaa.org
- LA County Mental Health Services: 800.854.7771 — 24-hour/7-day hotline
- Narcotics Anonymous:

Hollywood: 323.850.1624; www.hollywoodna.org
Westside (Santa Monica): 310.390-0279; www.westsidena.org

- National Council on Alcoholism and Drug Dependence East San Gabriel and Pomona Valleys: 626.331.5316; www.ncaddesgpv.org
  Pasadena: 626.795.9127; www.socialmodel.com
- SMART Recovery
  Los Angeles: 310.625.6058 or 323.450.9656 or 213.986.6259
  Pasadena: 818.415.5706
  Santa Monica: 323.466.4708

Statewide

- California Department of Health and Human Serviceshttp://www.chhs.ca.gov/Pages/Home.aspx

State and Federal Laws Regarding Alcohol and Other Drugs

California Laws Regarding Alcohol

California state law covers a number drug and alcohol offences which may be punishable by fines and imprisonment. The following California laws regarding alcoholic beverages are abbreviated for general use and may not cover all situations. It is the responsibility of the server or consumer of alcoholic beverages to be aware of, and abide by, all laws.

- The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited.
- A police officer can take the license from any driver suspected of driving under the influence of alcohol and drugs who refuses to take a blood alcohol test.
- State law prohibits the solicitation, procurement, sale or manufacture of narcotics or controlled substances except as expressly permitted by law.
- Applicable legal sanctions for the unlawful distribution of alcohol and illicit drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in.

California state laws on drug abuse provide for stringent penalties for illegal possession, sale, transportation, or administration of any narcotic drug, more stringent penalties for those convicted of previous narcotics offenses than for first-time offenders, and extremely stringent penalties for those who in any way involve minors in the use of narcotics. A person is subject to prosecution also if he or she illegally uses or is under the influence of narcotics, or if he or she knowingly visits a place where illegal narcotic use is occurring.

Barbiturates and amphetamines, called “restricted dangerous drugs” in the California Narcotic Act, are similarly covered; penalties for those convicted of illegal possession, sale, transportation, or administration of these drugs are severe. LSD and related hallucinogenic drugs are also on the list of dangerous restricted drugs and their use for other than authorized research is prohibited by California law.

A criminal record as a drug user, or even an arrest record for narcotics law violation, may cause serious, long-range harm to the user of drugs by barring employment or educational opportunities where both the criminal record and the label of "drug user" may preclude
his or her consideration.

The same act or series of acts, under appropriate circumstances, can subject the offender to separate prosecution under federal, state, and local laws.

In addition to the penalties mentioned above, upon conviction the court may require payment of restitution, performance of community service work, participation in counseling or other treatment programs, and/or the imposition of appropriate restrictive conditions.

Conviction of a second or subsequent DUI, or for trafficking in controlled substances, may result in forfeiture of motor vehicle,
aircraft, or watercraft used in the commission of the offense.

Criminal conviction does not relieve the offender of any civil liability for damages, which resulted from the same act, or series of acts.

California Penalties and Sanctions for Illegal Possession of a Controlled Substance
Possession of certain controlled substances (such as opiates, cocaine base, hallucinogenic substances, or certain narcotic drugs) is punishable by imprisonment in state prison, or probation pursuant to a felony conviction and a fine of $1,000 for the first offense or community service. Selling and transporting such substances is punishable by three or more years in state prison. (Health and Safety Code 11352)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
The Federal Controlled Substances Act provides penalties:

- 1st conviction: Up to 1-year imprisonment and fine of at least $1000 but not more than $100,000 or both.
- After first drug conviction: At least 15 days in prison, not to exceed 3 conviction years and fine of at least $2500 but not
- more than $250,000 or both.
- After second drug conviction: At least 90 days in prison, not to exceed 3 years and fine of at least $5000 but not more than
- $250,000 or both.
- Special sentencing: At least 5 years in prison, not to exceed 20 years and fine of provisions up to $250,000 or both for possession of crack cocaine.

Any person who unlawfully distributes an illegal drug to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fined otherwise authorized by law.

Federal drug trafficking penalties consider the type and amount of the drug involved, the offender's drug violation history, and other factors. Additional penalties may include:

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to $10,000.
- Possible denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent
- Ineligibility to receive or purchase a firearm.
- Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc. are vested within the authorities of individual federal agencies.

Amnesty Policy
Through its Amnesty Policy, CIAM encourages its students to seek and/or call for assistance for themselves or others when someone is in need of help.

MEDICAL AMNESTY Students are encouraged to call for assistance for individuals who are overly intoxicated and is in need of medical assistance. Amnesty is available to the student calling as well as the student needing assistance. A call for assistance should be made promptly because the health, safety and well-being of the student that is potentially in danger is paramount. A call for assistance may be directed to Campus Security, a local police officer or agency (such as Alhambra Police Department or by calling 911), the Director or Dean On-Call. CIAM's goal through this amnesty policy is to reduce barriers and alleviate potential consequences to ensure that our students seek the appropriate and necessary assistance. A student for whom a call for assistance is made will not be subject to official sanctions and conduct record under the student conduct process, nor will the individual who made the call. Likewise, when leadership of a recognized student organization makes a call for assistance for a student or a guest attending the organization's function, the organization will not be subject to university code of conduct sanctions, nor will the student who made the call.

While not resulting in official sanctions, a call for assistance under this policy may result in educational outcomes including, but are not limited to:

- Referral for alcohol assessment to be completed within 35 days.
- Emergency contact notification.
- Educational opportunities to assist in avoiding future high risk situations.
- A summary report of the incident to be included in the student's or student organization's file.

Important Information Regarding Amnesty

If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the University's increased concern for that student, including additional counseling sessions, educational follow up with university administrators and/or a full behavioral assessment

which may lead to a university mandated leave of absence. Failure to complete appointments or follow-up as prescribed by a University official could result in the revocation of amnesty for the student or organization in question and standard College sanctions could apply. Amnesty does not prevent the filing of criminal charges. This policy does not apply to a student who is charged with sexual misconduct (e.g., a student accused of sexual assault cannot be covered by the Amnesty policy). Amnesty may not apply to students who persistently refuse to cooperate with medical, law enforcement or University personnel at the time of initial contact. This policy does not cover acts of dishonesty, hazing, causing or threatening physical harm, theft, property damage, possession with the intent to distribute drugs. A student organization that fails to seek assistance for a member or guest in need at its function or on its controlled property may be charged with violations of the Student Code of Conduct. It is paramount that organizations seek assistance in any emergency situation. This policy applies only to those students or organizations seeking emergency medical assistance in connection with an alcohol-related medical emergency and does not apply to individuals experiencing an alcohol-related medical emergency who are found by University employees (i.e. Campus Safety personnel, faculty, and administrative staff).

Safe Harbor

The University has a Safe Harbor rule for students. Fundamentally, the University believes that students who have a drug and/or addiction problem deserve help. If any student brings their own use, addiction or dependency to the attention of a University official outside the threat of disciplinary action and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.