



DRUG AND ALCOHOL ABUSE PREVENTION

ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE POLICY*

TBC is committed to providing a safe, healthy, and efficient environment for all employees and students. To help achieve this goal, the Company explicitly prohibits:

- The unlawful use, possession, manufacture of, solicitation for, sale or distribution of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on TBC premises or while performing an assignment or engaging in TBC-related activities.
- Being impaired or under the influence of legal or illegal drugs or alcohol on or away from TBC premises, if such impairment or influence adversely affects the employee's or student's work performance, the safety of the employee, student, or of others, or puts at risk TBC's reputation.
- Possession, use, solicitation for, sale or distribution of legal or illegal drugs or alcohol away from TBC premises, if such activity or involvement adversely affects the employee's or student's work performance, the safety of the employee, students, or of others, or puts at risk the TBC's reputation.
- The presence of any detectable amount of prohibited substances in the employee's or student's system while at work, while on the premises of TBC, or while on TBC business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the student or employee.

The standards of conduct of TBC clearly prohibit the unlawful possession, use, sale, distribution of, manufacture of, or being under the influence of prohibited substances by students or employees on its property or as a part of any of its activities. Violations of the above-mentioned drug and alcohol policies occur when there is reasonable suspicion or direct evidence of prohibited activity. Reasonable suspicion of drug or alcohol use will be considered being "under the influence."

At this point TBC will impose sanctions (consistent with local, State and Federal law) against all student violators, including but not limited to, suspension of at least 7 school days or expulsion

from school. In the event of a suspension, TBC will send a letter via email and regular mail to the suspended student's email and physical address, notifying him or her of the suspension and providing information relating to drug/alcohol rehabilitation programs. Students who return to TBC after suspension will be required to participate in a counseling session with representatives from the Student Services and Education Departments. All student violators will be subject to a 60-day probationary period if they are suspended as a result of a violation of the TBC drug and alcohol policy. Actual drug or alcohol use or possession with the intent to sell or distribute warrants automatic termination as does reasonable suspicion of drug or alcohol use or possession coupled with insubordination.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. In addition, the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws.

Violators are subject to TBC disciplinary action, criminal prosecution, fine and imprisonment. (See list of state and federal penalties below on the following pages.) For penalties and sanctions associated with illegal trafficking and possession of a controlled substance, go to:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

If there is direct evidence of violation of TBC's drug and alcohol policy, the student or employee will be suspended or terminated from TBC. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies.

TBC reserves the right to request for cause, random, and post-accident drug tests for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (e.g., drug dogs). Use of some drugs is detectable for several days.

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in each student's or employee's medical file, which will be maintained separately from the student's school file or the employee's personnel file. These medical files will be kept password protected and secured, and access will be limited to certain individuals at TBC. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

Possession, use, sale, manufacture, or distribution as mentioned above can result in prosecution by local, state, or Federal authorities and conviction can result in fine, imprisonment, or both. The following shows Federal and State offenses and penalties. For penalties and sanctions associated with illegal trafficking and possession of a controlled substance, go to:

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30.

*TBC's policies and procedures relating to drugs and alcohol also are contained in the *TBC Student Handbook and School Catalog* if you are a student or the *TBC Employee Handbook* if you are an employee.

PENALTIES UNDER FEDERAL LAW

<u>OFFENSE</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENT</u>
Manufacture, distribution, or dispensing of drugs (including marijuana).	A term of imprisonment for up to three years and a fine of \$250,000 or both.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 for an individual (or \$20,000,000 if other than an individual).
Possession of drugs (including marijuana).	Imprisonment for up to one year and a fine of not less than \$1,000 or both.	Imprisonment for not more than 20 years nor less than five years and a fine of not less than \$5,000 plus costs of investigation & prosecution.
Distribution of drugs to a person under 21 years of age.	Double the federal penalty for distribution of drugs.	Triple the federal penalty for distribution of drugs.

The federal penalties quoted in these charts are based on language contained in the applicable federal statutes creating criminal offenses regarding controlled substances and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1000 feet of a school or a public university.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28–279 grams mixture		280 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 50–499 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 gm 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	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other an individual.

PENALTIES UNDER TEXAS LAW

<u>Offense</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENT</u>
Manufacture or delivery of Controlled substances (drugs)	Confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000	Imprisonment for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed \$250,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000	Imprisonment for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed \$250,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000 or both	Imprisonment for life or for a term of not more than 99 nor less than ten years and a fine not to exceed \$100,000
Possession of marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years nor less than five years, and a fine not to exceed \$50,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000	Imprisonment for a term of not more than ten years nor less than two years, and a fine not to exceed \$10,000
Public intoxication	A fine not to exceed \$500	Varies with age and number of offenses
Purchase of alcohol by a minor (less than 21 years of age)	A fine not to exceed \$500	Varies with age and number of offenses
Consumption or possession of alcohol by a minor (less than 21 years of age)	A fine not to exceed \$500	Varies with age and number of offenses
Purchase for or furnishing of alcohol to a minor	A fine not to exceed \$4000 or confinement in jail for a term not to exceed one year or both	A fine not to exceed \$4000 or confinement in jail for a term not to exceed one year or both
<i>Penalties shown above are based on language contained in applicable Texas statutes and are subject to change at any time by the Legislature and the Governor.</i>		

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM

TBC maintains a drug and alcohol abuse education program, which includes distribution of informational pamphlets at all campuses and outside educators who visit the campuses at least twice a year and educate our students and employees about the dangers associated with drug and alcohol abuse. Students and employees view an alcohol and drug prevention video at orientation as well as when a student or employee returns from suspension due to violation of TBC's Drug and Alcohol Prevention Policy.

TBC does not provide counseling, treatment, or rehabilitation services for persons suffering from drug and/or alcohol abuse. However, the following phone numbers are being provided to assist any member of the TBC community who may have a drug or alcohol problem.

- Al-Anon.....1-888-425-2666
- American Council on Alcoholism.....1-800-527-5344
- National Institute on Drug Abuse Hotline.....1-800-662-4357
- The Council on Alcohol and Drugs (Houston).....855-942-4100
www.councilonrecovery.org
- The Council on Alcohol and Drug Abuse (Dallas)...214-522-8600
www.dallascouncil.org
- Homeward Bound, Inc. (Dallas).....214-941-3500
- Texas Suicide & Crisis Hotline
Houston.....713-970-7000
Dallas.....214-828-1000
- National Suicide & Crisis Lifeline is **988**

These various agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets an individual's needs.

While TBC does not condone the abuse of alcohol, abuse of prescription drugs, and/or use of illegal drugs, TBC does recognize that addiction to drugs and/or alcohol can be treated. If an employee or student recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, TBC will assist the employee or student in seeking treatment. Student Services Representatives at 713-953-0262, ext. 1436 [Houston] and ext. 1106 [Dallas] are available to TBC students to provide them with referrals for education and other support services for alcohol and drug issues. Likewise, TBC employees can contact the Corporate Office for TBC at 713-953-0262, ext. 1407 for assistance with referrals. In addition, TBC employees can utilize the 24-hour services of the ADP employee assistance program called "Life Care" at 1-866-574-7256 (*mention your affiliation with ADP TotalSource*). The confidential nature of the employee's or student's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

All Title IV-eligible institutions must review their drug and alcohol prevention program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. As a part of this biennial review, the school must determine the following:

- The number of drug and alcohol-related violations and fatalities that occur on a school's campus or as a part of any of the school's activities and that are reported to campus officials; and
- The number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.

TBC makes available upon request the results of its biennial review as well as the data and methods supporting its conclusions. This information can be obtained through the Student Services Department or the Corporate Office.

HEALTH RISKS ASSOCIATED WITH DRUG AND ALCOHOL ABUSE

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at <http://www.dea.gov/druginfo/factsheets.shtml>. With any drug, prolonged use can lead to health issues as well as long-term dependency.

Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, loss of memory, and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

Cannabis

(Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)
Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Drugs such as marijuana, hashish, and THC can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

Inhalants

(Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)
Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Stimulants

(Amphetamines, Methamphetamines, Crank, Ice)
Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

Depressants

(Barbituates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

Hallucinogens

(PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Narcotics

(Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

Designer Drugs

(Analog of Fenetyl, Analog of Meperidine, MDMA, Ecstasy, Analog of PCP)

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analog of amphetamines and methamphetamines cause

nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analogs of PCP cause illusions, hallucinations, and impaired perception.

Anabolic Steroids

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "roid rage," and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.