MEMORANDUM

TO: All University Faculty and Staff
FROM: Joseph P. Schultz, Associate Vice President for Human Resources
DATE: September 29, 2017
RE: Clery Act Notification, Drug and Alcohol Free Workplace Policy, Policy on Domestic Violence in the Workplace, Sexual Harassment and Interpersonal Violence Notification, and Training Reminders

Enclosed you will find important information regarding a variety of federal, state and University policies and programs required to be disseminated annually:

1. Crime and Reporting Statistics

As per the requirements of the Clery Act, on an annual basis all faculty and staff are to be informed of the website containing information about crime and other statistics at the University. A copy of Binghamton University’s 2017 Annual Security Report and Annual Fire Report is available by accessing the following website: https://www.binghamton.edu/student-handbook/asfr.html. You may also obtain a paper copy of this report by contacting the Office of Human Resources at (607) 777-2187. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Binghamton University; on public property within, or immediately adjacent to and accessible from, the campus; and fire statistics regarding residential facilities as well. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and emergency notifications.

2. Alcohol-Free and Drug-Free Workplace Policy

Also as is required by law, I am providing you with links to the University’s Alcohol-Free and Drug-Free Workplace Policy; relevant state and federal laws regarding drugs and alcohol; information on the health risks of substance use; and community resources for assistance. Please read each carefully and familiarize yourself with the content:


http://www.suny.edu/sunypp/documents.cfm?doc_id=440 (See Appendices A & B)


http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm

http://binghamton.edu/smart-choices/but-is-it-a-problem/help.html

The Employee Assistance Program (EAP) can also provide information and referral assistance to faculty and staff dealing with drug or alcohol-related problems. Our EAP office can be reached at x76650.

3. **Domestic Violence in the Workplace**

Please take a moment to review the policy regarding Domestic Violence in the Workplace at the following link on the Human Resources website: http://www2.binghamton.edu/human-resources/policies/domestic-violence.html. If you have any questions, please refer to the contact information included within the policy.

4. **Sexual Harassment**

Binghamton University prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.

Policies and information for faculty and staff can be found at:
http://system.suny.edu/sexual-violence-prevention-workgroup/policies/

New policies regarding sexual harassment on college campuses in New York can be found at:
http://system.suny.edu/sexual-violence-prevention-workgroup/policies/affirmative-consent/

Information and local services for Binghamton University students can be found at:
https://www.binghamton.edu/jivp/

5. **Annual Required Compliance Training**

Finally, in December the University will notify you of required annual training. At that time, please complete the on-line training regarding HazCom/Right to Know, Preventing Discrimination and Harassment for Employees, Internal Control Basics, Title IX, and Workplace Violence Prevention and Domestic Violence in the Workplace at: http://www.wecomply.com/wc2/login.aspx.

Thank you.