

## **Drug-Free Workplace**

The district under the Drug-free Workplace Act of 1988 will:

1. Notify each employee by way of a published statement that the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance (including unlawful use of prescription drugs) are forbidden in the workplace.
2. Include in the published statement the disciplinary actions the employer will take against employees who violate the law.
  - a. The statement must also indicate that the employees consent to abide by the terms of the publication. In addition, if convicted of a criminal drug statute, and if the violation occurred in the workplace, the employee must notify the employer no later than five days after the conviction.
3. Insure that for any employees convicted of a workplace drug crime, the employer must either impose sanctions or require rehabilitation.
4. Provide “drug-free awareness” information to all employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The employer’s drug-free workplace policy;
  - c. Any drug counseling, rehabilitation, and employee assistance programs that are available; and
  - d. The penalties that can be imposed upon employees for violation of the district’s anti-drug policy.

Insure that all qualifying contractors and grantees must make a “good faith effort to continue to maintain a drug-free workplace” through the implementation of the above mentioned conditions.