

Drug Free Workplace Policy

1. The (Sponsoring Organization's) employees and volunteers are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance at any of the (S0) facilities and/or during any of the programs offered by the (S0).
2. Any violation of the prohibitions in #1 will be considered to be "Just Cause" for suspension and/or discharge under the procedures of the (S0).
3. As a condition of employment or registration as a volunteer each employee or volunteer will:
 - a. abide by the terms of #1 above and;
 - b. notify the (S0) in writing of any criminal drug status conviction for a violation occurring in the workplace no later than five calendar days after such conviction.
4. The (S0) will notify grantor agencies in writing within ten calendar days after receiving notice under #3B as referred to above, with respect to any employee or volunteer who is so convicted and will:
5. Take appropriate personnel action against such an employee, up to any including termination; or
6. Require such an employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement or other appropriate agency.
7. The employee and/or volunteer acknowledges by signature below that he/she has:
 - a. been given a copy of this policy statement;
 - b. reviewed this policy statement, and;
 - c. understood the policy statement.

A copy of the policy will be maintained in the volunteer's Personnel File.

I have read and understand the above Policy.

Signature: _____ Date: _____

Adopted by the (Sponsoring Organization) on this date: _____