

The Drug-Free Workplace Act

Introduction

The Drug-Free Workplace Act of 1988, part of the omnibus drug legislation signed by Former President Reagan on November 18, 1988, directs federal grantees to maintain a drug-free workplace (for purposes of this policy, the workplace includes the entire Institute, including off-campus sites at which Institute employees are based). In response, the Cary Institute of Ecosystem Studies implemented the following policy on drug abuse.

Statement of Policy

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at the Institute.

Drug Free Awareness Program

The Cary Institute of Ecosystem Studies has established a drug-free awareness program to acquaint employees with:

1. The dangers of drug abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. The availability of drug counseling, rehabilitation and employee assistance programs.
4. Any penalties which may be imposed upon employees for drug abuse violations occurring in the workplace.

In the event of a violation the following procedure will be followed:

1. The employee will notify the Human Resources Manager of any conviction for a violation of the criminal drug statute that occurred in the workplace, no later than five days after each conviction. Failure to do so may be grounds for dismissal.
2. The Institute will notify the appropriate federal agency within ten days after receiving such notice.
3. In addition, the Institute, within 30 days of receiving the notice, will:
 - a. Require, as a condition of continued employment, that the affected employee satisfactorily complete a drug abuse assistance or





rehabilitation program. The Human Resources Office has information on programs approved for these purposes by Federal, State, local health, law enforcement, or other appropriate agency; and

- b. Take appropriate personnel action against such an employee, up to and including termination.

In accordance with the federal legislation, the Cary Institute of Ecosystem Studies will:

1. Give a copy of this policy to every employee.
2. Require those supported by federal grants, as a condition of employment, to abide by the terms of this policy.
3. Make a good faith effort to continue to maintain a drug-free workplace.

Confidentiality

All discussions with or about an employee suspected of having a drug abuse problem will be kept strictly confidential. Only those whose responsibilities require it will be involved in these discussions.

