

## **7.2 Drug Free Workplace**

The Drug Free workplace Act holds employers who receive federal grants responsible for certifying that they maintain a drug-free workplace.

The Library is committed to maintaining a workplace free from alcohol and drugs. The Library desires to help employees be free from drug and alcohol abuse and in this spirit we will offer assistance through referral sources for rehabilitation.

We require all employees to report for work able to fully perform their job duties free from such substance abuse. Employees whose actions suggest they are under the influence of alcohol and/or drugs will not be allowed to remain in the workplace.

Manufacturing, selling, distributing, dispensing, purchasing, possessing or consuming alcohol or illegal drugs and/or misusing prescribed drugs in the workplace is prohibited and may be grounds for termination.

In compliance with the Act, the Library requires an employee to abide by the conditions set forth in the paragraphs above and to notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction, and the Library in turn will adhere to the reporting requirements of stipulated by the Act.

**Reviewed January 2003.**