

## DRUG FREE WORKPLACE

The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contracts or federal grants are performed in a drug free work environment.

Southern Polytechnic State University adopts the following as its drug free workplace policy.

Southern Polytechnic State University considers the illegal use of drugs something which can affect the work performance of the employee, may affect the attendance record of the employee, and could cause danger to the employee or others at the University. The use of illegal substances or behavior brought on by the use of illegal substances is unacceptable in a university environment where the education of young persons is undertaken. Employees who need advice concerning drug abuse may obtain information about drug counseling programs from the Human Resources Office or the Counseling Center.

Employees of Southern Polytechnic State University may not illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance while at the workplace. Such unlawful activity will be considered sufficient grounds for a serious adverse personnel action, including possible dismissal from employment.

If an employee is convicted (including a plea of nolo contendere) for violating any criminal drug law by an action in the workplace, the employee must notify the Human Resources Office in writing within five days of their conviction.

This policy will be distributed annually (via paycheck envelopes during the month of July) to all employees and will be given to every new employee at the initial time of employment at Southern Polytechnic State University.