



Subject:	Drug-free Workplace
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508.1 Purpose

To establish a policy on drug-free workplaces for the Office of the USTC Commissioner.

508.2 Approval

USTC Board of Trustees approval: October 15, 2009. Revised: June 8, 2016; September 13, 2017.

508.3 Policy

- 3.1 **Drug-Free Workplace:** Employees shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol at the workplace or while working off-site.
- 3.2 **Employee Agreement:** Any person accepting employment agrees to abide by the terms of this policy.
- 3.3 **Notify of Conviction:** As a condition of employment, employees agree to notify their supervisor of any conviction for a violation of a criminal drug statute if the violation occurs in the workplace or while the employee is working off-site. This notification must be made no later than five calendar days after a conviction for violation of a criminal drug statute.
- 3.4 **Rehabilitation or Disciplinary Action:** An employee who has been convicted of a violation of a criminal drug statute may be required to participate in a drug or alcohol abuse assistance or rehabilitation program, and/or may have disciplinary action and sanctions imposed.
- 3.5 **Notification:** The USTC Commissioner shall periodically inform all employees of this policy and its contents. New full-time, salaried employees and part-time employees shall be informed of the policy.