

## **XXVIII. DRUG-FREE WORKPLACE**

### **A. POLICY**

AURA recognizes the problems that illegal drugs have created in society and the workplace. The federal government in implementing the Drug-Free Workplace Act of 1988 requires federal contractors to certify to their contracting agency that they will maintain a drug-free workplace. In order to comply with the provisions of the Act, AURA has immediately adopted the following policy.

### **B. PROCEDURE**

1. AURA employees are expected and required to report to work on a timely basis and in appropriate mental and physical condition for work. It is AURA's intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on AURA premises or while conducting official business off AURA premises, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug law for violations occurring on or off AURA, premises while conducting official business. A report of a conviction must be made to the Center Human Resources Office within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)
4. Each AURA Center will notify its contracting agency within ten (10) days after receiving notice of employee convictions for drug law violations occurring on or off site while conducting official business.
5. Each AURA Center has established a drug-free awareness program by informing employees about the danger of drug abuse. Resources are available through the Center Human Resources Office as to the availability of drug counseling, rehabilitation, and group health insurance benefits. The AURA Center may require satisfactory participation in a drug abuse assistance or rehabilitation program for convicted employees.
6. Each AURA Center will continue to make a good faith effort to maintain a drug-free workplace through the actions stated above.