Sample Drug-Free Workplace Policy

[Grantee], the recipient of federal funds is required to maintain and certify compliance with the Drug-Free Workplace Act (41 U.S.C.*§ 701 et seq)*. Accordingly, [Grantee], adopts the following policy. Actions will be taken against employees and AmeriCorps members for violations of such prohibitions:

[Grantee] will establish a drug-free awareness program to inform AmeriCorps members and grant funded staff about:

* the dangers of drug abuse in the workplace;
* the program's policy of maintaining a drug-free workplace;
* any available drug counseling, rehabilitation, and employee assistance programs; and
* the penalties that may be imposed upon employees for drug abuse violations

[Grantee] prohibits grant funded staff and AmeriCorps members from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace. The workplace includes all sites within the community where staff and AmeriCorps Members work and/or provide a service.

Any AmeriCorps Member engaged in such prohibited conduct or convicted of a crime involving workplace drug violation shall be subject to disciplinary action. Program staff will weigh all relevant facts and circumstances in reaching a decision to discipline.

AmeriCorps Member must report to their supervisor any criminal charge or conviction from a drug violation within five days of the charge or conviction. The Term “conviction” means a finding of quality (including a plea of nolo contender) or imposition of sentence, or both by any judicial body charged with responsibility to determine violation of state or federal criminal drug status.

Within 30 days after receiving notices of such charges or convictions, [Grantee] will impose the following sanction or remedial measures on the individual involved: (A) Take appropriate disciplinary action which may include termination, or (B) Require such individual to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose.

[Grantee Name], will notify the OneStar Foundation with 10 days after receiving any notification of any criminal drug statute conviction occurring within the workplace.