

TOWN OF **NEW LISBON**

DRUG-FREE WORK PLACE POLICY

The purpose of this policy is to secure for the Town of New Lisbon, its department heads, employees and contractors a safe, drug-free working environment and to insure compliance with the Federal Drug-Free Work Place Act of 1988, P.L. 100-690.

1. The Town of New Lisbon prohibits the unlawful use, possession, manufacture, dispensing or distribution of controlled substances in all Town work places.

2. Employees are required to notify their department head of any criminal drug statute conviction for a violation occurring in the work place no later than five calendar days after such conviction.

3. As required by the Federal Drug-Free Work Place Act of 1988, the Town of New Lisbon will, within ten calendar days of knowing of an employee's criminal drug statute conviction for a violation occurring in the work place, notify granting agencies as required by the Act.

4. The Town will establish a drug-free awareness program to periodically inform Town employees about:

- a. The danger of drug abuse in the work place;
- b. The Town policy of maintaining a drug-free work place;
- c. The availability of drug counseling or rehabilitation programs which may be available; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

5. Employees who are directly engaged in performance of work under a federal grant or contract are required to abide by this policy as a condition of employment.