

VI.H. DRUG-FREE WORKPLACE POLICY

(Source: Office of the Senior Vice President, April 11, 1989; revised, Division of Human Resources Policy Manual, August 7, 2002 (<https://www.hr.upenn.edu/myhr/resources/policy/performance/drugfreeworkplace/>))

I. Prohibited Drug Activity

The University of Pennsylvania prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by its employees in its workplace. Each University employee agrees as a condition of employment to abide by this policy, and to notify his/her supervisor no later than five days after any conviction under a criminal drug statute for a violation that occurred in the workplace.

II. Sanctions

Any University employee who violates the University's policy or who is convicted under a criminal drug statute for a violation occurring in the workplace shall be subject to the University's disciplinary procedures up to and including dismissal and may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

III. Drug-Free Workplace Program

- A. The University of Pennsylvania has established a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace through such activities as training programs for supervisors;
 - The University's policy of maintaining a drug-free workplace through distribution of the policy to all employees;
 - Available drug counseling, rehabilitation and employee assistance programs such as those provided through the Penn Employee Assistance Program and Worklife Benefits; and
 - The penalties that may be imposed upon employees for drug abuse violations in the workplace.
- B. Each University employee shall be given a copy of the University's Drug-Free Workplace Policy.
- C. Each employee, as a condition of employment, must agree to abide by the University's Drug-Free Workplace Policy and to notify his/her supervisor no later than five days after any conviction under a criminal drug statute for a violation that occurred in the workplace. When a supervisor is notified by an employee of such a conviction, he/she shall immediately notify the Vice President for Human Resources (or designee) and, if the employee is paid in whole or part from a federal grant, contract or cooperative agreement, the Executive Director for Sponsored Programs. The Executive Director for Sponsored Programs shall notify the appropriate federal agency within ten days of receiving notice of such conviction.
- D. An employee who violates the University policy or who is convicted under a criminal drug statute for a violation occurring in the workplace shall be subject to the University's disciplinary procedures up to and including dismissal, and may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

- E. The University shall make a good faith effort to continue to maintain a drugfree workplace through implementation of the above program.