

## **DRUG-FREE WORKPLACE**

Because HSU Sponsored Programs Foundation is a contractor which receives federal awards, it is a requirement that HSU Foundation publish a policy statement in regard to maintaining a drug-free workplace. Accordingly, HSU Sponsored Programs Foundation's policy is as follows:

1. No one formally or informally affiliated with HSU Sponsored Programs Foundation shall manufacture, distribute, dispense, possess, or use illegal drugs in HSU Sponsored Programs Foundation workplaces.
2. Affiliates of HSU Sponsored Programs Foundation who encounter instances of manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace shall refer such incidents to the campus police or to the appropriate agency with jurisdiction.
3. HSU Sponsored Programs Foundation will cooperate with the university in establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the organization'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.
4. HSU Sponsored Programs Foundation shall provide every employee engaged in the performance of a federal contract with a copy of our policy. It shall be a condition of employment that employees under such contract agree to abide by the terms of the statement, and to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. HSU Sponsored Programs Foundation shall notify the contracting agency within ten days after receiving notice of such conviction. As required, HSU Foundation will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee so convicted.
6. Humboldt State University Sponsored Programs Foundation will make an effort to continue to maintain a drug-free workplace through implementation of these requirements.

All individuals are encouraged to do everything possible to fulfill these requirements, as failure to do so could lead to suspension, termination, or debarment from future contracts and grants for up to five years.