



## **DRUG-FREE WORKPLACE**

### **Applicability**

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All full- and part-time, active employees and volunteers are covered under this policy.

### **Purpose**

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Drug use and abuse at the workplace or while on duty are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to property.

### **Policy**

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Therefore, it is the policy of the City of Providence that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee(s) violating this policy will be subject to discipline up to and including termination. An employee may also be discharged or otherwise disciplined for a conviction involving illicit drug behavior, regardless of whether the employee's conduct was detected within employment hours or whether his/her actions were connected in any way with his/her employment. The specifics of this policy are as follows:

1. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the premises of the employer will be subject to discipline up to and including termination..
2. The term "controlled substance" means any drugs listed in 21 U.S.C. 812 and other federal regulations. Generally, all illegal drugs and substances are included such as marijuana, heroin, morphine, codeine, or opium additives, LSD, DMT, STP, amphetamines, methamphetamines and barbiturates.
3. Each employee is required to inform the City of Providence Personnel or Department Director within one day or sooner if possible after he/she is convicted for violation of any federal or state criminal drug statute. A conviction means finding of guilt (including a plea of nolo contendere) or the imposition of sentence by a judge or jury in any federal or state court.
4. The employer (the hiring authority) will be responsible for reporting conviction (s) to the appropriate federal granting source, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction(s). All convictions (s) must be reported in writing to the Office of Personnel within the same time frame.
5. If an employee is convicted of violating any criminal drug statute while on duty, he/she will be subject to discipline up to and including termination. Conviction(s) while off duty may result in discipline or discharge.
6. The City of Providence encourages any employee with a drug abuse problem to seek assistance. Should you need more information about the assistance that is available, contact the Personnel Office
7. The Law requires all employees to abide by this policy.