

# 1 **Drug Free Workplace**

2 Effective: Moved to Policy Library from UPM 3.1(8)

3 Contact: [Employee/Labor Relations Office](#)

## 4 **Introduction**

5 Iowa State University is committed to providing a drug free workplace. Consistent with this  
6 commitment, Iowa State University will comply with all federal and state laws, regulations, and orders,  
7 including the policies of the Board of Regents, State of Iowa, which pertain to providing a drug free  
8 workplace.

9 This policy is another step in a series of efforts undertaken by the university to provide a safe, healthy,  
10 and pleasant environment in which to work.

## 11 **Policy Statement**

12 Consistent with relevant laws, regulations and orders, the unlawful manufacture, distribution,  
13 dispensing, possession, or use of illegal drugs or alcohol is prohibited in the workplace. Violation of  
14 this policy will result in appropriate disciplinary action, up to and including dismissal, and will be  
15 subject to federal, state, and local sanctions. In addition, an employee who violates this policy may be  
16 required to participate in a drug abuse assistance or rehabilitation program.

17 It will be the responsibility of each employee to abide by the terms of this policy and notify the  
18 university of any criminal drug statute conviction not later than five days after such conviction. The  
19 university will notify the contract or granting agency within ten days after receiving notice of the  
20 criminal drug statute conviction as stated above.

21 The university will establish a drug free awareness program to inform employees about the dangers of  
22 drug and alcohol abuse in the workplace. Employees will be advised as to available substance abuse  
23 counsel, rehabilitation programs, and the Employee Assistance Program.

## 24 **Resources**

### 25 **Links**

- 26 • [Board of Regents Policy 4.31, Drug-Free Environment and Controlled Substances](#)
- 27 • [Employee and Family Resources; Employee Assistance Program](#)

28