

1 **Drug Free Workplace**

2 Effective: Moved to Policy Library from UPM 3.1(8)
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4 Contact: [University Human Resources \(UHR\)](#)

5 **Introduction**

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

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

12 **Policy Statement**

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

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

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

25 **Resources**

26 **Links**

- 27 • [Board of Regents Policy Manual \(RPM\) - see §2.1.4G](#)
- 28 • [Employee Management](#)

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