

## **Drug-Free Workplace Notice**

It shall be the policy of the Vermont Housing and Conservation Board to prohibit any VHCB employee or member of the VHCB AmeriCorps program, the Vermont Community Stewardship Program, from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in any work or service site. Printed information of the dangers of using drugs is available to all employees and members and is located in the VHCB library.

The following conditions are applicable to all employees of the VHCB, as well as members of its AmeriCorps program, the VCSP:

1. Members of the VCSP, as a condition of their service, are required to abide by the terms and conditions of the Drug-Free Workplace policy.
2. Any member convicted of a violation of any criminal drug statute occurring in the workplace shall be required to so notify the Executive Director of VHCB, or the Program Director of VCSP within five days after such conviction. The Executive Director or Program Director is then required to notify the Federal grant agency of any such conviction within ten (10) days after receiving notice. Appropriate disciplinary and/or corrective action will be taken by the VHCB within thirty (30) days after receiving notice of the conviction.
3. Any member convicted of a violation of any criminal drug statute in the workplace may be referred to the State of Vermont Employee Drug Assistance Program, through the Department of Alcohol and Drug Abuse (or other appropriate agency). This program will provide assessment, screening and referrals to employees needing counseling and rehabilitation.
4. Any conviction for the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in any VHCB workplace, or the failure to report any such conviction as required, will result in appropriate action against a member so convicted, up to and including immediate dismissal.
5. Each member shall make a good faith effort to maintain a drug-free workplace.