



RCEB Procedures § 1 - Human Resources  
General Provisions  
**1181 - Drug-Free Workplace Policy Notice**

**Prepared by: Human Resources**  
**Date: April 1, 1999**

**Policy**

The Regional Center of the East Bay maintains a drug-free workplace in accordance with the federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990.

The Regional Center of the East Bay strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. Employees who violate this policy will be subject to serious disciplinary action, up to and possibly including termination.

The Regional Center of the East Bay requires that all employees not be under the influence of drugs or alcohol while working. The agency requires employees who have drug or alcohol dependencies to maintain the same job performance standards as other employees and maintains the right to discipline such employees.

The Regional Center of the East Bay has also established a drug-free awareness program pursuant to the drug-free workplace Acts. It is important that employees understand the dangers of drug abuse in the workplace and the agency's policy of maintaining a drug-free workplace.

Employees who believe they have a drug or substance abuse problem need to be aware of counseling available through community resources and treatment programs available through the employees' medical insurance providers. The Human Resources Department can provide information on counselors/programs in the area.

Every employee must acknowledge receipt of this Notice and agree, as a condition of employment, to abide by its terms.

Employees must understand that they must notify the Human Resources Department of any conviction for a drug violation that occurs on working time or in the workplace within 5 days after conviction and that the agency will notify the federal government contracting agency within 10 days after receiving notice of an employee's conviction.

Employees must also understand that after receiving notice of an employee's conviction, the agency will impose corrective measures, up to and including termination, or require that the employee satisfactorily participate in a drug rehabilitation program.

I hereby certify that I have read the Regional Center of the East Bay's Drug-Free Workplace Policy Notice and agree to abide fully by its terms. I understand that any violation of the policy may result in serious disciplinary action, up to and including the possibility of immediate termination.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_