



**The Research Foundation
of State University of New York**

DRUG-FREE WORKPLACE POLICY

The Research Foundation, in compliance with the Federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances* in all Research Foundation work locations is ***prohibited***.
 - Any Research Foundation employee convicted of a criminal drug statute violation occurring in the workplace must notify his or her supervisor of the conviction within five (5) days after the conviction. As required by the Federal Drug-Free Workplace Act of 1988, the Research Foundation must inform contracting or granting agencies of such convictions within ten (10) days after receiving notification from the employee or otherwise receiving notice of a conviction.
 - Upon receiving such notification, the Research Foundation, in conjunction with the location concerned, will take all steps necessary to ensure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected employee to continue employment with the Research Foundation, the employee must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.
 - Questions about this policy should be referred to the campus office responsible for Research Foundation personnel matters.
- * The term *controlled substance* means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (Title 21, Chapter 13 of the United States Code, Section 812).