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Preamble

In order to comply with the Drug-Free Workplace Act of 1988, Pub. L. No. 100-690, 5151-5160, Northern Essex Community College, as an applicant for federally funded grants and contracts is required to certify that it has made a good faith effort to maintain a drug free workplace in accordance with the following policy.

Policy

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by Northern Essex Community College employees is prohibited on any premises occupied or controlled by Northern Essex Community College. No employee will report to work while under the influence of illegal drugs. Any employee determined to have violated this policy may be subject to disciplinary action up to and including discharge.

In order to comply with federal law, Northern Essex Community College requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Notice shall go to the Personnel Department. Northern Essex Community College will notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace. Northern Essex Community College will impose a sanction on, or require the satisfactory participation in a substance abuse assistance or rehabilitation program by any employee who is so convicted within thirty days of receiving notice of such conviction.

Each employee is notified that, as a condition of employment, he/she must abide by the policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

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workplace should speak with their supervisor or the Human Resources Office.

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