

**ILLINOIS MATHEMATICS AND SCIENCE ACADEMY**

**SECTION G  
PERSONNEL**

**DRUG-FREE WORKPLACE**

The Academy is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This policy is intended to comply with the Federal Drug-Free Workplace Act of 1988.

**Covered Workers**

Anyone who conducts business for the Academy, is applying for a position or is conducting business at an Academy work-site is covered by this policy. This policy includes, but will not be limited to, full and part-time employees, temporary employees, contractors, volunteers, interns, applicants and student employees. This policy applies during all working hours and whenever conducting business or representing the Academy.

**Prohibited Behavior**

The unauthorized manufacture, use, possession, distribution, dispensation, and/or offer for sale of alcohol, illegal drugs or intoxicants is prohibited.

**Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the Academy within five calendar days of the conviction. The Academy will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

**Consequences of Violation**

One of the goals of this policy is to encourage employees to seek help with alcohol and/or drug problems voluntarily. If, however, a covered worker violates the policy, the consequences are serious.

In the case of an applicant, the offer of employment can be withdrawn.

In the case of an employee, he or she will be subject to disciplinary action up to and including termination.

Following a violation of this policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of employment.

In the case of another covered worker, he or she will be subject to consequences up to and including severance of the relationship with the Academy.

All information received by the Academy through this policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws, Academy policies, and federal grants.

### Education and Assistance

The Academy recognizes that alcohol and drug abuse addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, the Academy will:

- Inform employees about the dangers of drug abuse;
- Inform employees about the Academy's policy;
- Encourage employees to seek help if they are concerned that they or their family member may have a drug and/or alcohol problem;
- Encourage employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help;
- Offer all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP); and
- Allow the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

**ADOPTED:** February 19, 1990

**AMENDED:** November 13, 2003

**AMENDED:** May 15, 2013