



SUBJECT:	Drug-Free Workplace Policy
POLICY NO:	VIII:22
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	January 1, 1990
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

It is the policy of the Hennepin Healthcare Research Institute (HHRI) to create and maintain a drug-free environment in the workplace, as required by the Drug-Free Workplace Act of 1988. The use of controlled substances* is inconsistent with the behavior we expect of employees, subjects all employees, patients, and visitors to our facilities to unacceptable safety risks, and undermines HHRI's ability to operate effectively and efficiently. Therefore, the employees of HHRI are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance at the workplace or while conducting HHRI business off the company's premises. Such unlawful conduct is also prohibited during nonworking time to the extent that it in the opinion of the management of the HHRI, (1) impairs the employee's ability to perform his/her job; and (2) affects the company's reputation or threatens its integrity.

II. PROCEDURE:

- A. In order to educate the employees about the dangers of drug abuse, the company has established a drug-free awareness program. Periodically, employees will be required to attend informational sessions during which the dangers of drug abuse, HHRI's policy regarding drugs, and the availability of counseling will be discussed.
- B. Employees who are convicted of offenses involving controlled substances in the workplace (including employees who plead "nolo contendere"--i.e., no contest) must inform the Human Resources Department within five (5) days of the conviction or plea and if a jail sentence is imposed for such a conviction. If an employee is convicted of a work-related crime involving drug abuse, the HHRI is required to report the conviction to the government official in charge of the contract, or the agency in charge of the grant, within ten (10) days.
- C. Employees who violate any aspect of this policy will be subject to discipline, up to and including immediate discharge. Employees may, in some cases, be required at HHRI's discretion to participate in and successfully complete a drug-abuse treatment or rehabilitation program as a condition of continued employment.
- D. Employees must sign the Drug-Free Workplace form as a condition of employment.

* *Controlled substances are identified in Schedules 1 through V of Section 202 of the federal Controlled Substances Act (21 U.S.C. 812). They include marijuana, cocaine, heroin, and morphine, as well as barbiturates and amphetamines.*