

California State University, Long Beach Foundation

Memorandum

TO: CSULB Foundation Employees

FROM: Brian M. Nowlin
Director of Human Resources

SUBJECT: Drug-Free Workplace Policy

In accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et. seq.), the California State University, Long Beach Foundation has established the following policy:

Due to the prevalent use of illegal drugs in the United States and the hazards they pose in the workplace, not only to the abuser but to the general population as well, the Foundation strictly prohibits the manufacture, sale, purchase, offer to sell or purchase, distribution, use, dispensation or possession of illegal drugs in the workplace. Physician-prescribed medications may be used by employees, provided the drugs do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

It is the responsibility of any Foundation employee convicted of a criminal drug offense occurring in the workplace to notify the Foundation Human Resources Department within five (5) calendar days of conviction. Action may be taken against any Foundation employee convicted of a criminal drug offense occurring in the workplace. Appropriate action may include discipline, up to and including termination, and/or the requirement of satisfactory participation in a drug treatment program as deemed necessary by the Foundation Director of Human Resources.

To further enhance this effort, a drug-free awareness program has been established to inform Foundation employees of the dangers of drug abuse in the workplace, and the availability of drug counseling and rehabilitation programs. This program is designed to assist all Foundation employees. Any employee who wishes further information should contact the Foundation Human Resources Department at (562) 985-7950.

Employee Acknowledgment

I understand compliance with the above policy is a condition of my employment with the CSULB Foundation, and I agree to abide by the above policy.

Employee Name (printed) _____

Employee Signature _____ Date ____/____/____

**Please complete and return this form to: CSULB Foundation Human Resources Department
6300 State University Drive - Suite 332
Long Beach, CA 90815**