

## LOUISIANA DELTA SERVICE CORPS

**SAMPLE****ACKNOWLEDGMENT OF DRUG FREE POLICY**

Louisiana Delta Service Corps, the recipient of federal funds is required to maintain and certify compliance with the Drug-free Workplace Act of 1988 (the Act). Accordingly, Louisiana Delta Service Corps adopts the following policy:

## Policy

1. Louisiana Delta Service Corps prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in our workplace. The workplace includes not only the physical facility of Louisiana Delta Service Corps, but all sites within the community where our staff and corps members work and/or provide a service. Further, corps members are prohibited from serving while under the influence of any illicit substance.

Any corps member engaged in such prohibited conduct or convicted of a crime involving workplace drug violation shall be subject to disciplinary action up to and including termination. Louisiana Delta Service Corps will weigh all relevant facts and circumstances in reaching a decision to discipline.

In addition, a corps member must report to their supervisor any criminal charge or conviction for a drug violation within five days of the charge or conviction. The term "conviction" means a finding of quality (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violation of state or federal criminal drug status.

2. Within 30 days after receiving notices of such charges or convictions, Louisiana Delta Service Corps will impose the following sanctions or remedial measures on the individual involved: (A) Take appropriate disciplinary action which may include termination, or; (D) Require such individual to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose.
3. Nothing contained in the policy statement concerning employees shall be construed to limit, or in any way restrict, Louisiana Delta Service Corps treatment of drug-related incidents involving any of its corps members.
4. Louisiana Delta Service Corps will establish a drug awareness program to inform employees and corps members about the dangers of drug abuse at the site, to reinforce its commitment to maintenance of a drug-free workplace with the meaning of the Drug-Free Workplace Act, and review the penalties that may be imposed on corps members for drug abuse violations. In addition, the drug awareness program will apprise employees and corps members of the availability of drug rehabilitation counseling through community resources.
5. Employees and corps members shall be provided with a copy of this policy statement and shall be required to acknowledge, in writing, receipt of this policy and attendance at the drug-free awareness program specified in paragraph four above.

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 Date

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 Corps Member Signature

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 Print Name