

XXVIII. DRUG-FREE WORKPLACE

A. POLICY

AURA recognizes the problems that illegal drugs have created in society and the workplace. The federal government in implementing the Drug-Free Workplace Act of 1988 requires federal contractors to certify to their contracting agency that they will maintain a drug-free workplace. In order to comply with the provisions of the Act, AURA has implemented the following policy statement:

The unlawful manufacture, distribution, dispensation, possession or use of an illegal or controlled substance on AURA premises or while conducting official business off AURA premises, is strictly prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have legal consequences.

B. PROCEDURE

1. AURA employees are expected and required to report to work on a timely basis and in appropriate mental and physical condition for work free from the influence of illegal drugs or alcohol or prescription medication. It is AURA's intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
2. Employees must, as a condition of employment, abide by the terms of this policy and report a conviction of a criminal drug violation occurring on AURA premises or while conducting official business off AURA premises. A report of a conviction must be made to the Center/Site. Human Resources Office within five (5) calendar days of the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)
3. AURA Corporate will notify its contracting agency within ten (10) days after receiving notice that an employee has been convicted of a criminal drug violation in the workplace which includes while conducting official business off AURA premises.
4. AURA has established a drug-free awareness program informing employees about the danger of drug abuse. Resources are available through the Human Resources Offices as to the availability of drug counseling, rehabilitation, employee assistance programs and group health insurance benefits. AURA may require enrollment, attendance, participation and satisfactory completion in a drug abuse assistance or rehabilitation program for convicted employees.
5. AURA-wide, Center-specific, or site-specific, substance abuse programs may be implemented to maintain a drug-free workplace. Such programs, which may include pre-employment and/or active employment drug-testing, will be implemented as considered necessary and shall be reviewed and approved by the AURA Board of Directors prior to implementation.
6. AURA will make a good faith effort to maintain a drug-free workplace by meeting the requirements of the Drug-Free Workplace Act through the actions stated above on an on-going basis.

Policy Title and Number

B. XXVIII. DRUG-FREE WORKPLACE POLICY

Name of Policy Owner: AURA Human Resources (which includes STScl HR)

Policy History: Previous versions: January 2018 and February 2005

Current Version of Policy Approved By: AURA Regulatory Compliance Policy Committee

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Effective Date of Policy: April 25, 2019

Description of Revisions: No material changes to policy – wordsmithing only to reflect organizational changes.

Version # of Policy: 2.1

Next Scheduled Review Date: April 25, 2024