

## ALCOHOL AND DRUG-FREE WORKPLACE

### Drug-Free Work Place

East Dakota Educational Cooperative requires an alcohol and drug-free learning and working environment.

The Cooperative will comply with the Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the work place is prohibited.

As a condition of employment with the Cooperative, all employees are required to comply with this policy.

1. The Cooperative supports rehabilitation of employees with alcohol and drug abuse problems except in those circumstances where alcohol and/or drug use has created or could create the risk of injury or death to other employees or to students. Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs.
2. Drug-free awareness programs will be established to inform employees of this policy and the penalties that may be imposed upon employees for drug abuse violations, as well as the dangers of drug abuse in the work place and any available resources for counseling, rehabilitation and employee assistance programs.
3. Employees must notify the Human Resources Department in writing no later than five calendar days after any criminal conviction for a drug statute violation occurring in the work place.
4. Employees must notify the Human Resources Department in writing no later than the start of the next work day of any arrest for an alcohol-related moving violation.
5. The Cooperative will notify any federal granting agency in writing within 10 calendar days after receiving notice of a conviction for a drug statute violation occurring in the work place from the employee or otherwise receiving actual notice of the drug conviction.
6. Discipline will be imposed for violations of this policy which may include a reprimand, suspension, termination or requiring satisfactory participation in a alcohol or drug abuse rehabilitation program, as well as a referral for prosecution, if appropriate.
7. The Cooperative will make a good faith effort, on a continuing basis, to maintain an alcohol and drug-free work place.
8. Employees will be provided a copy of this policy upon hire and annually thereafter.

Policy Adopted: January 16, 1990  
Revised: October 22, 1992  
Revised: August 15, 2001  
Revised: December 18, 2013