

**DRUG-FREE ENVIRONMENT AND DRUG PREVENTION**

The District is committed to providing its employees and students with a drug-free workplace and college environment. It emphasizes prevention and intervention through education. The unlawful manufacture, distribution, dispensing, possession or use of any controlled substance is prohibited on District property, during District-sponsored trips, activities or workshops, and in any facility or vehicle operated by the District.

1. District Human Resources will annually notify all employees of the District's policy of maintaining a drug-free workplace.
2. All new employees will receive a copy of this policy during orientation.
3. The notice shall include information on:
  - a. District policy
  - b. Criminal sanctions for the unlawful possession or distribution of illegal drugs and alcohol
  - c. The health risks associated with the use of illegal drugs and abuse of alcohol
  - d. Agencies or services available for people with substance abuse or drinking problems.
4. Violation of this prohibition will result in appropriate action up to and including termination of employment, referral for prosecution, or as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
5. As a condition of employment, employees must notify District Human Resources within five (5) days of any conviction for violating a criminal drug statute while in the workplace. District Human Resources is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

Education Code 87732, 87735, 87736  
Drug-Free Schools and Communities Acts, Public Law 101-226  
Federal Drug-Free Work place Act