

Employment  
Series 400

Policy Title: Substance Free Work Environment Code No. 411

**Policy Statement**

Heartland AEA maintains a substance-free workplace. "Workplace" is defined as the site for the performance of work done in the capacity as employee. This includes Agency facilities, other premises or vehicles. Workplace also includes non-Agency property if the employee is at any Agency-sponsored, Agency-approved or Agency-related activity, event or function, where the employee is engaged in Agency business.

**Scope of Policy**

No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana, tobacco, electronic smoking devices or any other controlled substance or alcoholic beverage as defined by federal or state law.

Workplace is defined as the site for the performance of work done in the capacity as an agency employee.

**Accountability Overview**

Employees shall abide by the terms of this policy respecting a substance free workplace and will annually review these guidelines as part of the staff handbook.

An employee shall notify his/her supervisor of the employee's conviction under any criminal drug statute for a violation occurring as defined above no later than five days after such conviction.

For their own protection and the protection of students, staff members are required to report immediately to their supervisor or an executive director any incidents of violation of this policy.

**Legal Reference:**

41 U.S.C. §§ 81.

42 U.S.C. §§ 12101 et seq.

Iowa Code §§ 123.46; 124; 279.8.

Date of Adoption:

May 12, 2020

Reviewed: \_\_\_\_\_

Amended: 5/10/22