

**Drug-Free Workplace Policy
Warren County, Pennsylvania**

The purpose of this policy is to ensure that Warren County, its employees, contractors and subrecipients maintain a workplace that is free from drug abuse and illegal drug use, in compliance with the Drug-Free Workplace Act of 1988 and applicable federal and state regulations. This policy applies to all employees and contractors involved in the administration or implementation of Community Development Block Grant (CDBG)-funded activities.

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690), Warren County is committed to maintaining a workplace that is free from the illegal use of drugs and alcohol. Warren County recognizes that illegal drug use and alcohol abuse are inconsistent with the objectives of the CDBG program, and that a drug-free workplace is essential to ensuring the safety, productivity, and well-being of all employees and program participants.

The following actions are prohibited under this policy:

- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace.
- The abuse or use of alcohol or drugs that impairs an individual's ability to perform work-related tasks effectively, safely and without endangering themselves or others.
- Any workplace behavior that results from the use of illegal drugs or alcohol that violates the conditions of employment or that poses a risk to the safety, health and well-being of others.

Responsibilities of Warren County:

- Warren County will maintain a drug-free workplace for all employees and contractors working on CDBG-funded projects.
- Warren County will provide educational materials to all employees and contractors that explain the dangers of drug abuse, this policy and available counseling and assistance programs.
- Warren County may conduct drug testing in compliance with applicable federal, state, and local laws, especially for employees who work directly on CDBG-funded projects.
- Warren County will ensure that all employees and contractors comply with the policy, including providing notice to employees about the policy and the consequences of violating it.

Responsibilities of Employees and Contractors:

- All employees, contractors, and subcontractors working on CDBG-funded activities are required to adhere to Warren County's drug-free workplace policy.
- Employees and contractors must notify Warren County within five (5) calendar days if they are convicted of a criminal drug offense that occurred in the workplace, as a result of their employment with Warren County. Warren County will then take appropriate action, including notifying HUD if required.

- Employees or contractors with a substance abuse problem are encouraged to seek assistance through Warren County's Employee Assistance Program (EAP), or other available counseling services. Warren County will assist with referrals to local counseling or rehabilitation programs as appropriate.

Disciplinary Actions:

Employees or contractors found in violation of this policy will be subject to disciplinary action, which may include:

- A requirement to complete a rehabilitation program or counseling.
- Suspension or termination of employment or contracts.
- Termination of eligibility for participation in CDBG-funded programs or activities.
- Referral to law enforcement agencies when applicable.

Reporting of Drug Convictions:

In accordance with the Drug-Free Workplace Act, any employee or contractor convicted of a criminal drug violation that occurred in the workplace must report the conviction to Warren County within five (5) days of the conviction. Warren County is required to notify the U.S. Department of Housing and Urban Development (HUD) if an employee or contractor engaged in CDBG-funded activities is convicted of a drug-related offense in the workplace.

Compliance with Federal and State Laws:

Warren County will comply with all applicable federal, state and local laws concerning drug and alcohol use in the workplace, including any laws that mandate specific reporting requirements or drug testing protocols.

Education and Training:

Warren County will provide employees and contractors with a copy of this policy upon hiring and will conduct periodic training sessions to ensure all employees and contractors are aware of their responsibilities and the consequences of violating the policy.