

**California State University, Long Beach Research Foundation**

**Memorandum**

TO: CSULB Research Foundation Employees

FROM: Human Resources Department

SUBJECT: Drug-Free Workplace Policy

In accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et. seq.), the California State University, Long Beach Research Foundation (Research Foundation) has established the following policy:

*Due to the prevalent use of illegal drugs in the United States and the hazards they pose in the workplace, not only to the abuser but to the general population as well, the Research Foundation strictly prohibits the manufacture, sale, purchase, offer to sell or purchase, distribution, use, dispensation or possession of illegal drugs in the workplace. Physician-prescribed medications may be used by employees, provided the drugs do not adversely affect job performance or the safety of the employee or other individuals in the workplace.*

*It is the responsibility of any Research Foundation employee convicted of a criminal drug offense occurring in the workplace to notify the Research Foundation Human Resources Department within five (5) calendar days of conviction. Action may be taken against any Research Foundation employee convicted of a criminal drug offense occurring in the workplace. Appropriate action may include discipline, up to and including termination, and/or the requirement of satisfactory participation in a drug treatment program as deemed necessary by the Research Foundation Chief Operating Officer or his designee.*

*To further enhance this effort, a drug-free awareness program has been established to inform Research Foundation*

