

## TOWN OF BRIGHTON DRUG-FREE WORKPLACE AWARENESS PROGRAM

### 1. Dangers of Drug Abuse in the Workplace

The Town will alert its employees to the dangers of drug abuse in the workplace through the following actions:

- a. Issuance of a notice of the Town's intention to provide a drug-free workplace.
- b. Participation in Federal, State and County programs to educate the public about the dangers of substance abuse.
- c. Distribution of literature about the implications of substance abuse.
- d. Prominent display of substance abuse posters in the Town workplace.

### 2. Drug-Free Workplace Policy

The Town's policy regarding maintenance of a drug-free workplace is as stated in its "Drug-Free Workplace Notice" as follows:

"The Town of Brighton, as the recipient of Federal Community Development Block Grant funds, is obligated under Federal Regulations at 24 CFR Part 24 to issue notice of its intent to provide a drug-free workplace. Therefore, employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Town's workplace. Employees who violate this prohibition may be subject to criminal prosecution and/or remedial action as provided by the Town's established personnel policy. Also, pursuant to the provision of the above-referenced regulation, each employee engaged in the performance of the Community Development Block Grant as a condition of employment must abide by the terms of this notice and must notify the Town Supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction."

### 3. Available Assistance Programs

There are a variety of substance abuse programs available to employees of the Town. These programs are listed on Attachment A to this Awareness Program. The Town provides support for its employees through referral to these resources.

### 4. Drug Abuse Violation Penalties

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace are set forth within the Laws of the State of New York regarding such violations. The Town of Brighton specifies that such law(s) are hereby included by reference.

## ATTACHMENT A

### AVAILABLE ASSISTANCE PROGRAMS

The Town of Brighton will provide referral services to any employee or employees requiring help for substance abuse. The initial referral will be made to St. Joseph's Rehabilitation Center in Saranac Lake or any other licensed entity that may be available following the initial referral. This does not preclude further or other available programs or services that may become available or as may be provided by a court of law.

Ref: Adopted at December 14, 1995 Town Board Meeting