



## Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

Phone: (607) 753-6781 ❖ Fax: (607) 758-3620 ❖ [www.capco.org](http://www.capco.org)

Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Personal Assistance ❖ Family Development

# DRUG-FREE WORKPLACE POLICY

## Drug Awareness Program

Whereas the use of drugs in the workplace poses grave danger to the staff and residents, the Cortland County Community Action Program, Inc. intends to strictly maintain a drug-free workplace.

Therefore notice is hereby given to all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any work site of CAPCO. Failure to comply with the provisions of this notice may lead to severe disciplinary action up to and including suspension or discharge.

As a condition of employment with the Cortland County Community Action Program, Inc. the employee will (a) abide by the terms of this statement and (b) notify the employer of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such conviction.

Any employee requiring immediate assistance with a drug related problem will seek appropriate drug related counseling, e.g.:

- |    |  |          |
|----|--|----------|
| 1. | Volunteer Family Counseling Service:                                     | 753-0234 |
| 2. | Mental Health Clinic:  | 753-5055 |
| 3. | Cortland Memorial Hospital:  | 753-3500 |
| 4. | Alcoholics Anonymous:  | 753-1344 |
| 5. | Alcohol Services:  | 756-4167 |
| 6. | Aid to Women Victims of Violence:  | 753-3639 |
| 7. | Horizon House – Hutchings Psychiatric/<br>Cortland Mental Health Clinic: | 753-6751 |
| 8. | NYS Division for Youth:  | 753-7523 |

- ❖ Compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V Subtitle D.) July 7, 1989.

Policy Council Approval: August 29, 1989

CAPCO Board Approval: June 10, 1993

Policy Council Approval for Revision: September 26, 1995

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date