



Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

TOWN OF MANSFIELD DRUG-FREE WORKPLACE POLICY STATEMENT

In accordance with 41 U.S.C., Sec. 701 – 707, the Town of Mansfield acting through the Town Manager as Personnel Director will provide a drug free workplace. This drug free workplace policy statement certified that:

- (a) All employees will review and retain a copy of this statement. Employees are hereby notified that unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance is prohibited when in the employ of the Town of Mansfield. Any employee in violation of the above statement will be subject to disciplinary action which may include termination.
- (b) The purpose of establishing a drug free workplace is to inform Town employees about:
 - a. The serious dangers of drug abuse in the workplace.
 - b. The Town's policy of maintaining a drug free workplace.
 - c. Available drug counseling, rehabilitation and employee assistance programs.
 - d. The consequences of employee drug use in the workplace (see (a) above).
- (c) All employees will be given a copy of this statement to retain and review.
- (d) As a condition of employment, all employees must abide by the terms of this statement and notify the Department Head or Town Manager within five (5) days of any criminal drug statute conviction of which the actual criminal conduct itself occurred in the workplace.
- (e) The Town of Mansfield will notify the federal granting agency within ten (10) days after receiving notice of any criminal drug statute conviction as detailed in (d) above.
- (f) The Town of Mansfield will, within thirty (30) days of receiving any such notice under (d) above, take appropriate personnel action against an employee, which may include disciplinary action up to and including termination; and/or require such employee to participate satisfactorily in an approved drug abuse or assistance program.