



**TO:** Vice Presidents, Deans, Department Heads,  
Directors and Supervisors

**FROM:** Joseph B. Johnson  
Joseph B. Johnson, President

**SUBJECT:** DRUG-FREE WORKPLACE ACT OF 1988

**DATE:** April 24, 1989

In order to ensure compliance with the Drug-Free Workplace Act of 1988, you are urged to give immediate attention to the following statement of policy on the prohibition of unlawful controlled substances and the penalties for violation of this policy.

The unlawful manufacture, distribution, dispensation, possession, consumption, or use of a controlled substance is prohibited while on property owned or leased by the University. Employees are prohibited from reporting to work under the influence of non-prescribed controlled (illegal) substances.

Failure to adhere to this policy may result in disciplinary action, up to, and including termination.

At Grambling State University, we are concerned with the well-being of students, faculty and staff; with the successful accomplishment of our mission and goals, and with the need to maintain employee productivity. We are committed to achieving a drug-free workplace through demonstrating to employees who are drug users and potential drug users that illegal drugs will not be tolerated in this workplace. At the same time, we support the efforts of employee drug users who voluntarily seek rehabilitation.

As leaders of the campus community, you are charged with the responsibility of making each and every person under your supervision aware of the foregoing policy statement. You are further charged to be alert to any possible violation of this policy and to take the appropriate steps to enforce it within your area and the larger campus community.

JBj:jj

I, \_\_\_\_\_, have been instructed that I am required to abide by the above policy and that I must report to the Office of Human Resources any criminal conviction(s) from drug-related activity no later than 5 days after a conviction.