



## **STATEMENT OF A DRUG-FREE WORKPLACE**

1. Rosalind Franklin University of Medicine and Science and Rosalind Franklin University Health Clinics are committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The University and Health Clinics recognize that drug abuse and alcoholism are treatable illnesses. Employees are encouraged to proactively and voluntarily seek help with drug and alcohol problems. The Employee Assistance Program provides many resources to help employees and/or their dependents find help. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on University premises. Violation of this policy may result in imposition of employment discipline as defined by existing University policies, statutes, rules, regulations, employment contracts and labor agreements. Any employee convicted of a drug offense involving the workplace shall be subject to employee discipline and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.
2. The illegal use of controlled substances can seriously injure the health of employees; adversely impair the performance of their responsibilities and endanger the safety and well-being of fellow employees, students and members of the general public. Therefore, the University encourages employees who have a problem with the illegal use of controlled substances seek professional advice and treatment. A list of sources for drug counseling, rehabilitation and assistance programs is attached and may be obtained from the human resources office. Employees may obtain this information anonymously either through self-referral or by direction of their supervisor. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee. Employees who are engaged in work under a federal contract may be required to submit to tests for illegal use of controlled substances as provided by the law or regulations of the contracting agency.
3. As a condition of employment, the employee will abide by this statement and notify his/her supervisor if he or she is convicted of a criminal drug offense occurring in the workplace within five days of the conviction. The Dean of Graduate and Post-Graduate Studies will notify the granting or contracting federal agency within 10 days of receiving notice of a conviction of any employee working on a federal contract or grant when said conviction involves a drug offense occurring in the workplace. A copy of this statement shall be given to all employees.

4. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the United States Congress and shall be interpreted and applied in accordance with this law and the rules and regulations promulgated pursuant thereto.

### **EMPLOYEE CONFIDENTIALTY AGREEMENT**

I acknowledge that I may come into contact with personal or financial information relating to employees, patients, students and other customers of Rosalind Franklin University of Medicine and Science and/or Rosalind Franklin University Health Clinics ("University") that is private and confidential (hereinafter called "confidential information") while performing my specific assigned job duties. I further understand and agree that I am not to disclose any confidential information and/or records except as required to perform my assigned job duties and in conformity with University policies and procedures.

I also understand that accessing or releasing confidential information and/or records, or causing confidential information and/or records to be accessed or released, on myself, other employees, customers, special program participants, family members, etc., outside the scope of my assigned job duties would constitute a violation of this Agreement and may result in disciplinary action taken against me, up to and including discharge, and may also subject me to legal action.