

**POLICY 625  
DRUG-FREE WORKPLACE  
CERTIFICATION OF COMPLIANCE**

The Lisle Library District certifies and agrees that it will provide a drug free workplace by:

1. Publishing a statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Library workplace.
  - b. Specifies the actions that will be taken against employees for violations of such prohibition.
  - c. Notifies the employee that, as a condition of employment, the employee will:
    - (1) Abide by the terms of the statement;
    - (2) Notify the Library of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the Library workplace.
  - b. The Library's policy of maintaining a drug free workplace.
  - c. Any available drug-counseling, rehabilitation, and employee-assistance programs.
  - d. The penalties that may be imposed upon an employee for drug violations.
3. Providing a copy of the statement required by subparagraph A to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the State Library within ten (10) days after receiving notice

under part (b) of paragraph 3 of subsection A above from an employee or otherwise receiving actual notice of such conviction.

5. Imposing a sanction on, or requiring the satisfactory participation in a drug- abuse assistance or rehabilitation program by, an employee who is so convicted, as required by Section 5 of the Drug-Free Workplace Act.
6. Assisting employees in selecting a course of action in the event drug-counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.

Adopted 12/14/92  
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