

WorkReady Philadelphia Drug-Free Workplace Policy



What is the Drug-Free Workplace Policy?

All WorkReady Philadelphia worksites are required to comply with the Drug-Free Workplace Act of 1988, which strictly prohibits employees from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Any employee who violates this policy is subject to disciplinary action, including termination. Below is information to assist in ensuring that your workplace is compliant with the policy:

Purpose

The abuse of controlled substances compromises the safety, health and well being of all individuals in the workplace. The WorkReady Drug-Free Workplace policy is in place to protect all employees' rights to work in an environment that is drug-free.

Resource:

Department of Behavioral Health & Intellectual Disability Services provides compassionate care and services for children and adults with intellectual disability, mental illness, and/or substance abuse issues. For more information, go to: <http://dbhids.org/services> or call (888) 545-2600

Reporting

If the worksite or any employees are in violation of this policy, you can report this information to the Philadelphia Youth Network within 24 hours of the date of the violation. Notifications can be expressed to PYN by calling the WorkReady Hotline or in writing by contacting the Human Resources Department. Please include the name of your worksite, description of the violation (with details), and the date and time in which the violation occurred. Mail to:

**Human Resources Philadelphia
Youth Network 400 Market Street
Suite 200
Philadelphia, PA 19106**

DID YOU KNOW...?

- *Your workplace is required by law to provide a drug-free environment*
- *There are procedures you can follow to report any violations of the Drug-Free Workplace policy*

Resolution

As the managing partner of WorkReady Philadelphia, the Philadelphia Youth Network will investigate all violations and report back to you within ten (10) working days after receiving notice of the complaint. Violators are subject to disciplinary action, including termination of employment.

IMPORTANT!

If you believe that your workplace is in violation of the Drug-Free Workplace Policy, report it to the Philadelphia Youth Network immediately:
WorkReady Philadelphia Hotline - (267) 502-3742; or by mail.