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### **Drug-Free Workplace Policy**

The Falmouth Housing Authority seeks to ensure a safe, healthy and productive work environment for all employees. Evidence clearly indicates that substance abuse by employees results in low productivity, high absenteeism, excessive use of medical benefits, and a risk to their own safety as well as that of their coworkers. In a good faith effort to comply with the federal Drug-Free Workplace Act of 1988, the FHA seeks to ensure a safe, healthy, and productive work environment for all employees. Employees of state agencies receiving federal grant funding must accept all of the conditions required by the federal government regarding controlled substances. The Authority wants to reemphasize its long-standing policy against the use of illegal drugs and alcohol by employees on FHA premises. It is prohibited for any employees of the FHA to unlawfully manufacture, distribute, dispense, possess or use controlled substances at the workplace.

The FHA has taken steps to combat the dangers posed by substance abuse. Some resources available to you include the Governor's Alliance Against Drugs which provides drug and alcohol education materials and is active in local schools and communities; the state Department of Public Health's Division of Substance Abuse which has an information and referral hotline (800-327-5050) (TDD 617-547-2111) to help find out about treatment options and resources; and the state's insurance providers which have manuals outlining benefits available to enrolled state employees and their families.

In a further effort to safeguard its employees, Authority policy calls for disciplinary actions, up to and including termination, in instances where employees are found to have engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. In compliance with the Drug-Free Workplace Act of 1988, all employees are required to adhere to the provisions and requirements contained in this letter.

In addition, all employees are required to notify this office in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such a conviction. Any employee convicted of a drug offense for a violation which occurred in the workplace may be required to participate in a drug rehabilitation program or be subject to termination.

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Employee Signature

Date

If you are a person with disabilities and you require a reasonable accommodation, please contact the housing authority at (508) 548-1977 or via email at [info@falmouthhousing.org](mailto:info@falmouthhousing.org) for assistance.