



Notice to Employees: Drug Free Workplace

This notice is written pursuant to the Drug Free Workplace Act, 41, USC § 701 and the implementing regulations at 24 CFR 24.

Habitat for Humanity Chicago

is a Drug Free Workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in Habitat's workplace and program. Drug abuse violations in the workplace will result in immediate suspension, termination, or mandatory participation in a drug abuse assistance or rehabilitation program as determined upon review by the employee's supervisor.

It is the policy of Habitat for Humanity to maintain a Drug Free Workplace. To this end, Habitat will offer Drug Awareness programs and will assist, by referral, any employee seeking drug counseling or programs of rehabilitation.

As a condition of employment at Habitat, the employee will abide by the conditions of this statement and also will notify his/her immediate supervisor in writing of his/her conviction for a violation of a criminal drug statute, occurring in the workplace, no later than 5 (five) calendar days after such conviction. The supervisor will notify Executive Director no later than 1 (one) business day after receiving notice of the conviction. The Executive Director will notify the board president, Habitat for Humanity International, and the U.S. Department of Housing and Urban Development (HUD) in writing no later than 10 (ten) calendar days after the conviction.

Employee Name: _____

Employee Signature: _____

Date: _____