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ITRC Drug Free Workplace Policy

As a nonprofit organization at the forefront of identity theft issues, the Identity Theft Resource Center's policy is to uphold the highest legal, ethical, and moral standards. In particular, it is a primary duty of the Board of Directors and Officers of the ITRC to maintain a drug free workplace. In order to maintain a drug free workplace, the following policy is enacted:

- Officers and key staff members of the ITRC have a duty to inform the all employees of the ITRC that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on ITRC premises, and any employee found in violation of the ITRC drug use policy may have one or more of the following actions taken against them:
 - Prohibition,
 - Mandatory random drug testing to prevent future infractions,
 - Termination of employment (and/or)
 - Reporting illegal infractions to law enforcement if the infraction also violates state or federal law.
- In addition, to ensure the continued drug free environment the ITRC will, as part of its' drug-free awareness program, inform all new ITRC employees of the following:
 - The dangers of drug abuse in the workplace;
 - The ITRC's drug-free workplace policy
 - The availability of local drug counseling, rehabilitation, and employee assistance programs
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - Each ITRC employee will be given a copy in writing of the ITRC drug policy such that there is full disclosure on both sides as to the understanding of ITRC's drug-free policy
- Included in the terms of employment agreement between ITRC and any new employee, the ITRC will require that the employee:
 - Notify the ITRC in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
 - Upon receiving such notification the ITRC will within ten calendar days of receipt of actual notice inform the Department of Justice. The ITRC will provide the DOJ of the employee's name and position title. Notification will be sent to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice will include the id number(s) of each affected grant;

- ITRC will take one or more of the punitive actions outlined in the first bullet point of this document within thirty calendar days of employee notification.
- If termination notice is not given, the ITRC will, in accordance with Federal standards require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

By:

Signature _____ Date _____

Linda Foley

Chairman of the Board

Identity Theft Resource Center