

## **NATIONAL BUREAU OF ECONOMIC RESEARCH, INC.**

1050 MASSACHUSETTS AVENUE, CAMBRIDGE, MASSACHUSETTS 02138-5398

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### **DRUG-FREE WORKPLACE POLICY**

The Drug-Free Workplace Act of 1988 requires the NBER, as a federal contractor, to certify that it maintains a drug-free working environment.

#### POLICY

The NBER prohibits the unlawful use, manufacture, distribution, dispensation, sale, or possession of a controlled substance in the workplace. The workplace includes all NBER offices or any location where an employee is performing work for the NBER.

Federal law requires that all employees engaging in the performance of work supported by a federal grant or contract must, as a condition of employment, notify the NBER of any conviction for a violation of a criminal drug statute occurring in the workplace in writing within five calendar days of such a conviction.

The NBER, in turn, is obligated to inform the appropriate funding agency in the event of an employee's conviction of a drug violation in the workplace. Such notification will be made within ten days of the employee's conviction, or within ten days of the NBER's actual knowledge of the conviction.

The dangers of drug abuse in the workplace are well known. In recognition that drug abuse is dangerous to the health and safety of NBER personnel, the NBER has contracted with an Employee Assistance Program provider to conduct periodic educational workshops and to provide counseling as necessary. The NBER will also make an effort to display informational posters and will periodically distribute information on the dangers of drug abuse. Employees are also encouraged to make use of any services or programs provided by health insurance coverage. Any employee who wishes to participate in a drug-free awareness program should contact the Human Resources Administrator or the Employee Assistance Program.

#### NBER Resources

Employee Assistance Program 1(800) 828-6025 or (508) 842-2780 [www.wellnessworklife.com](http://www.wellnessworklife.com)

#### External Resources

Substance Abuse Treatment Locator	1-800-662-HELP	<a href="http://www.findtreatment.samhsa.gov">www.findtreatment.samhsa.gov</a>
Alcoholics Anonymous	(617) 426-9444	<a href="http://www.aa.org/">www.aa.org/</a>
Al-Anon/Children of Alcoholics	(508) 366-0556	<a href="http://www.ma-al-anon-alateen.org/">www.ma-al-anon-alateen.org/</a>
Women for Sobriety	(215) 536-8026	<a href="http://www.womenforsobriety.org/">www.womenforsobriety.org/</a>
Smart Recovery Self-Help Network	(781) 891-7574	<a href="http://www.smartrecovery.org/">www.smartrecovery.org/</a>
Narcotics Anonymous	(866) 624-3578	<a href="http://www.na.org/">www.na.org/</a>
Cocaine Anonymous	(781) 551-6677	<a href="http://www.ca.org/">www.ca.org/</a>

Violations of the NBER Drug-Free Workplace policy will result in disciplinary action up to and including termination of employment.

For further information, contact the Human Resources Administrator (617-868-3900, ext. 484).

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