



To: All Employees
From: Art Bowes, Vice President, Human Resources
Date: August 7, 2008
Re: Drug-Free Workplace

As part of the Omnibus drug legislature enacted November 18, 1988 Congress passed the Drug-Free Workplace Act of 1988. This statute requires federal grant and contract awardees to certify that they will provide drug-free workplaces for their employees.

In order to meet our obligation under this new law, we are notifying you of the Hospital's obligation under law as requested by that U.S. Public Health Service.

THE LAW

It is unlawful and against our policy for any employee to engage in the unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance while on *The North Shore Medical Center* premises or on business.

As a condition of employment, each employee must abide by the law and notify *The North Shore Medical Center* of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

Any employee found to be engaged in any of the above listed activities will be subject to corrective action, up to and including discharge from *The North Shore Medical Center*.

It is the desire of *The North Shore Medical Center* to ensure a drug-free workplace for our employees. If you need assistance with a controlled substance problem, you may contact, in strict confidence, The Employee Assistance Program at 1-866-724-4EAP.

I acknowledge that I have read the above Drug-Free Workplace statement.

Signature

Date