



# WOODS HOLE OCEANOGRAPHIC INSTITUTION

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*Dr. Susan K. Avery, President and Director*

TO: All Employees, Postdocs and Students  
FROM: Susan Avery  
Date: October 16, 2009  
Re: Drug-Free Workplace Act

The Woods Hole Oceanographic Institution is a Federal Contractor and, as such, is subject to the Drug-Free Workplace Act of 1988. Under the Act, the Institution must certify that it will make every effort to provide a drug-free workplace. Failure to comply with the terms and conditions of the Act may result in suspension/termination of a grant or contract or debarment of the Institution from receipt of Federal funds.

As part of this compliance, the Institution must certify to the Federal government that all employees and students know that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. The workplace includes any location where an employee or student is working and receiving funds from the Institution.

As a condition of employment or continued affiliation with the Institution, every employee and student must abide by the terms of this statement. In addition, any employee or student convicted for a criminal drug statute violation in the workplace must notify the Institution within five days of the conviction.

In the event of a conviction, disciplinary action up to and including discharge may be taken. Alternatively, the convicted individual may be required to satisfactorily participate in and complete an approved drug abuse or rehabilitation program. The nature and severity of the conviction will be taken into account when determining discipline or other actions to be taken.

In recognition of the dangers of drug use to the health and well-being of Institution employees and students and in order to educate the WHOI community concerning the dangers of drug abuse, the Institution's Employee and Student Assistance Program (ESAP) providers will periodically provide drug awareness information. Literature on the subject of drug abuse is available from the ESAP and the Human Resources Office.

The Wellness Corporation, the Institution's ESAP provider, is available for drug counseling and rehabilitation assessments and referrals. They can be reached at 800-828-6025.

Questions regarding the ESAP, drug counseling or rehabilitation, or the Drug-Free Workplace policy should be addressed to Tina Betti, Employment Services Manager/EEO Officer and Title IX Coordinator, at x2705.