

**NEW JERSEY INSTITUTE OF TECHNOLOGY**  
**DRUG-FREE WORKPLACE**  
**POLICY STATEMENT**

1. New Jersey Institute of Technology is committed to maintaining a drug-free workplace in compliance with applicable laws. The university is further committed both to rigorous enforcement of applicable laws and policies and to support for those trying to cope with drug related problems. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on university premises. Any NJIT employee determined to have violated this policy or engaged in drug related problems which impacts on the workplace may be subject to disciplinary action up to and including termination. At the discretion of the university, any employee convicted of a drug offense involving the workplace shall be subject to employee discipline (up to and including termination) and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

2. The illegal use of controlled substances can seriously injure the health of employees, adversely impact the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students and members of the general public. Therefore, the university urges employees engaged in the illegal use of controlled substances to seek professional advice and treatment. Anyone who is employed at NJIT who has a drug problem is encouraged to contact the Director of Human Resources who will assist in obtaining available treatment. Employees engaged in contracts with the U.S. Department of Defense are additionally subject to Department of Defense requirements and may be required to submit to tests for the illegal use of controlled substances.

3. As a condition of employment, an employee of NJIT will notify his/her supervisor if he or she is convicted of a criminal drug offense involving the workplace within five days of the conviction. In the event any such conviction involves an employee working on a federal contract or grant, the university will notify the granting or contracting federal agency within ten days of receiving notice of a conviction. A copy of this statement shall be given to all employees.

4. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the United States Congress. The university will continue its efforts to maintain a drug-free environment by adhering to the above policy and by providing on-going drug awareness program.