

# Drug-Free Workplace Statement

## Policy Notices

This document is official LeafLabs policy in accordance with 45 CFR 82. Employees of LeafLabs are hereby notified that:

- Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in our workplace.
- Violation of this prohibition by LeafLabs employees will result in action taken against them, as described below.
- As a condition of employment at LeafLabs under any Federal award, you:
  - Must abide by this statement
  - Must notify the acting LeafLabs Drug-Free Workplace Compliance Officer in writing if you are convicted for a violation of a criminal drug statute occurring in the workplace. This notification must take place no more than five calendar days after your conviction. (The compliance officer is currently Perry Hung; perry@leaflabs.com).
- If you notify the Drug-Free Workplace Compliance Officer in writing of a conviction for a violation of a criminal drug statute in the workplace, LeafLabs will subsequently notify any Federal agencies of whose awards you are engaged in the performance.

This subsequent notification or notifications will:

- Be in writing;
- Include your position/title;

- Include the identification numbers of the affected award;
  - Be sent within ten days after the Compliance Officer becomes aware of your conviction;
  - Be sent to every Federal agency on whose award you are working. It will be sent to every awarding official or his or her official designee, unless the Federal agency has specified a central point for the receipt of notices.
- Furthermore, within thirty days of the Compliance Officer becoming aware of your conviction, LeafLabs will either:
- Take appropriate action against you, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended; or
  - Require you to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

## Drug-Free Awareness

As part of our drug-free awareness program; LeafLabs employees are hereby informed that:

- Drug abuse in the workplace is dangerous.
- LeafLabs enforces the above policy of maintaining a drug-free workplace.
- For drug counseling, rehabilitation, or employee assistance programs review the
- Harvard Pilgrim Summary of Benefits (See Benefits Section)
- Penalties for drug abuse violations occurring in the workplace may include termination or mandatory participation in a drug rehabilitation program, as described in the above policy notices.