

OBJECTIVE Communicate Drug-Free Awareness Program

METHOD OF OPERATION

Policy

The Greater Orlando Aviation Authority adopts this "Drug-Free Awareness Program" to educate employees about drug abuse and to promote the well-being of all Aviation Authority employees. The Department of Human Resources is responsible for developing procedures and for implementing this program and will inform Aviation Authority employees about:

- the dangers of drug abuse in the workplace through available means such as bulletin board displays, handouts, envelope stuffers, and other means
- the requirement of the Aviation Authority's "Drug-Free Workplace Policy" and "Substance Abuse Policy"
- available drug counseling, rehabilitation, and employee assistance programs
- the penalties that may be imposed on them for drug abuse violations occurring in the workplace.

Procedure

The Vice President of Human Resources will:

- require that a copy of the "Drug-Free Workplace Policy" and Substance Abuse Policy be distributed to all employees,
- provide training programs for all supervisory personnel to teach managers and supervisors how to recognize employees drug use symptoms,
- notify the Federal Aviation Administration in writing within ten (10) calendar days of receiving notice of an employee's conviction for a violation of a drug statute that occurred in the workplace.

APPROVAL AND UPDATE HISTORY

Format and Re-numbering Approval

Aviation Authority Board: August 28, 1991 (4R)

Last Approval

Chief Executive Officer: August 22, 2013

Supersedes

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