



MEMORANDUM

TO: PHDC EMPLOYEES
FROM: DAVID S. THOMAS, PRESIDENT AND CEO
SUBJECT: PHDC DRUG AND ALCOHOL-FREE WORKPLACE POLICY
DATE: SEPTEMBER 15, 2022

In conformance with the Federal Drug-Free Workplace Act of 1988 and the Americans with Disability Act (ADA), all employees of the PHILADELPHIA HOUSING DEVELOPMENT CORPORATION (PHDC) are hereby notified that as a condition of employment:

Employees are:

1. Prohibited from engaging in the illegal use of drugs and the use of alcohol at the workplace or during work hours.
2. Prohibited from coming to work or returning from lunch under the influence of alcohol or drugs used illegally.
3. Prohibited from using alcohol or illegal drugs during any job-related activity, such as inspections or sites visits, but not limited to.
4. Prohibited from engaging in the unlawful manufacture, distribution, dispensing or possession of a controlled substance while at work or during scheduled work hours.

Discipline of an employee for such offense is separate and distinct from the disposition of any criminal charge(s). PHDC's decision to discipline for violation of this policy is not contingent upon conviction of the employee for violation of a criminal drug statute.

Employees are required to:

1. Abide by the terms of this policy, and
2. Notify their supervisor and/or departmental manager of any criminal drug statute conviction occurring in the workplace not later than (5) days after such conviction.

Before any employee is found in violation of the activity identified above, he or she may voluntarily request to participate in a substance abuse assistance or rehabilitation program. However, Enrollment and/or participation in a substance abuse program will not preclude disciplinary action for the violation of this policy. Attendance at disciplinary meetings will be required. Should employment be continued, the employee is required to satisfactorily complete the rehabilitation program, adhering to the full requirements of the drug rehabilitation program. REHABILITATION TREATMENT REQUIREMENT WILL ONLY BE PERMITTED ONE TIME UNDER THIS POLICY.

Violation of any one of the above will result in appropriate disciplinary action up to and including termination. In implementing this policy, PHDC will hold any employee who engages in the use of drugs or who is an alcoholic to the same qualification standards for employment and behavior to which PHDC holds other employees if any unsatisfactory performance or behavior is related to the employee's drug use or alcoholism.