

## AMERICORPS DRUG FREE WORKPLACE POLICY

Project Transformation will provide a drug-free workplace and environment. In this connection, the program prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term “controlled substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812). The term “controlled substance” refers to all illegal drugs used without a physician’s order. It does not prohibit taking prescribed medication under the direction of a physician.

Those individuals who are found to be in violation of this policy are engaged in serious misconduct and subject to disciplinary action up to and including release from the program. All members will, as a condition of their enrollment, abide by the terms of this statement. In addition, the Program Director must be notified within 5 days of any criminal drug statute conviction.

All members placed through Project Transformation will also be subject to enforcement of any drug policies established at their placement site. It is the responsibility of the member to make sure they read and understand any existing policy at their individual site.

## AMERICORPS EQUAL OPPORTUNITY POLICY

It is the policy of Project Transformation to assure that all equal opportunity will be provided to all persons.

All persons are assured equitable treatment in the opportunity for enrollment as well as access to, and receipt of, program services without discrimination based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or other non-merit factors.

The program will actively promote equal employment opportunity within its organizational units. This policy extends to active recruitment of female and minority-owned enterprises in the delivery of services related to employment and training.

This policy will affect all program practices including, but not limited to, recruitment, hiring/selection, transfer, promotions, training, compensation, benefits, suspensions, placements and selection of members.