



NOTICE TO EMPLOYEES

Pursuant to the requirements of the Federal Drug-Free Workplace Act of 1998, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Violations of this policy will subject an employee to discipline up to and including discharge.

The Federal Drug-Free Workplace Act of 1998 also requires that any employee convicted for a criminal drug offense, occurring in the workplace, notify the agency within five days of the conviction. The Federal Drug-Free Workplace Act requires that such notification be made a condition of employment. Accordingly, employees must notify the agency head and agency personnel officer within five days of conviction for a criminal drug offense occurring in the workplace. A conviction includes a finding of guilt, a no contest plea (“nolo contendere”), or the imposition of a sentence by any judicial body charged with determining violations of any criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

This is to certify that I have read and received this notice.

Employee’s Last Name, First Name (Print)

Signature of Employee

Date

REMAINDER OF THE FORM IS TO BE COMPLETED BY THE WITNESS

Last Name, First Name and Title of Individual
Witnessing Employee Signature (Print)

Signature of Individual
Witnessing Employee Signature

Date