

NOTICE TO EMPLOYEES

Pursuant to the requirements of the Federal Drug-Free Workplace Act of 1988, 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 1988 also requires that any employee convicted of a criminal drug statute for a violation occurring in the workplace must notify the agency within five days of the conviction. 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 received and read the above policy, and I agree to notify the agency head and Director of Human Capital and Operations if I am convicted of any criminal drug statute, for a violation occurring in the workplace, within five days of that conviction.

Signature of Employee

Date

Signature of Supervisor or Personnel Officer

Date

Title of Supervisor or Personnel Officer