



## 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.

\_\_\_\_\_  
Name of Employee (Print or Type)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Individual  
Witnessing Employee Signature (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Individual  
Witnessing Employee Signature