



Appendix M: Drug free Workplace

I hereby swear or affirm that this company has established a drug-free work place program by completing the following requirements;

1. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
2. Informed employees about the dangers of drug use in the work place, the business's policy of maintaining a drug-free work place, any available drug counseling, rehabilitation, & employee assistance programs, and the penalties that may be imposed for drug abuse violations.
3. In the statement specified in subsection 1 (one), notified the employees that, as a condition of working on services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than 5 (five) days after such conviction.
4. Imposed a sanction on, or required the satisfactory participation in a drug abuse or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
5. Make a good faith effort to maintain drug-free work place through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies with the above requirements.

Signature: _____

Dated: _____

Printed Name: _____

Vendor: _____

Position/Title: _____