**Drug-Free Workplace, Schools, and Campuses Information**

Use of alcoholic beverages or any unlawful use of controlled substances is strictly prohibited during office hours and shall be grounds for immediate dismissal.

It is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency’s workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination.

The term “controlled substance” means any drug listed in 21 U.S.C. §812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, methamphetamines, and “crack”. They also include “legal drugs” which are not prescribed by a licensed physician.

Each employee is required by law to inform the University within five (5) days after he or she is convicted for violation of any federal or state criminal drug statue where such violation occurred on the University’s premises. A conviction means a finding of guilt (including a plea of no contest) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction. The legal sanctions which may occur for a first offense violation of local, state, or federal law are as follows: alcohol violations can result in a fine and up to one year in jail; drug violations can result in a fine and up to twenty years in prison.

If an employee is convicted of violating any criminal drug statue while in the workplace, he or she will be subject to discipline up to and including termination. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all State employees.

There are numerous serious health risks associated with alcohol abuse and the unlawful use of controlled substances. These health risks range from minor injury caused by impaired judgment to death. Several entities in the area offer drug treatment and rehabilitation services or programs. Information about these programs can be located in the telephone directory under the headings “Alcoholism Information and Treatment Centers” and “Drug Abuse and Addiction Information and Treatment.”

34 C.F.R. Part 86

Governor’s Policy Direction No. 5

O.P.M. §145.10

Executive Order No. 89-2

See reverse side for Acknowledgement

**Acknowledgement**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an employee of Arkansas Tech University, hereby certify that I have received a copy of this agency’s policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this agency’s premises and violation of this policy can subject me to discipline, up to and including termination. I realize that as a condition of employment on such federal contract, I must abide by the terms of this policy and will notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that my employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information the federal agency.

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Signed Date

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