**DRUG & ALCOHOL FREE WORKPLACE**

It is the policy of [COMPANY NAME], hereafter referred to as such, or as “[COMMON COMPANY NAME]” or “the Company”, to maintain an alcohol and drug free workplace.

I have been informed that the unlawful manufacture, distribution, selling, possession or use of a controlled substance (to include but limited to such drugs as marijuana, heroin, cocaine, PCP, and crack, and may also include legal drugs which may be prescribed by a licensed physician if they are abused) is prohibited on company property, in the workplace or while performing official duties for [COMMON COMPANY NAME].

I have been informed that the use of alcohol or any other intoxicant changing or limiting a person’s ability to react is prohibited on company property, in the workplace or while performing official duties for [COMMON COMPANY NAME]. Any employee who distributes, dispenses or possesses alcohol without prior approval from ownership will be in direct violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Any employee participating in any of the above mentioned activities is subject to disciplinary action up to and including termination of employment.

I acknowledge that I must report for work in a fit condition to perform my duties. Violation of this policy makes me subject to disciplinary action up to and including termination.

I have read and understand the above policy and acknowledge it is a condition of my employment with [COMPANY NAME]. I understand and acknowledge that, if I fail to adhere to the provisions of this policy, I may receive disciplinary action up to and including termination.

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Print Name

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Employee Signature Date

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Witness Date