Drug-free workplace POLICY (government contractors)

**Purpose**

ABC Company is committed to providing a safe and productive work environment. We also expect our employees to report to work each day fit to perform their jobs. To meet these objectives, as well as our obligations under applicable federal and state laws, we must take a firm and positive stand against substance abuse. This policy is intended to ensure a drug‑free work environment for the benefit of our employees and customers.

**Policy Statement**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on the Company’s premises or in the performance of services for the Company is strictly prohibited.

As a condition of continuing employment with the Company, each employee must:

1. Abide by the terms of this policy; *and*

2. Notify the Company of any criminal drug statute conviction for a violation occurring in the Company’s workplace no later than five days after such conviction.

Any violation of this policy will result in either discipline, up to and including discharge, and/or a requirement of satisfactory participation in a drug abuse assistance or rehabilitation program, depending on the nature and seriousness of the offense.

**Drug‑free Awareness Program**

To assist in ensuring compliance with the Company’s Drug‑free Workplace Policy, we have established a Drug‑free Awareness Program to inform employees about:

1. The dangers of drug abuse in the workplace;

2. The Company’s policy of maintaining a drug‑free workplace;

3. Any available drug counseling, rehabilitation, and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations.

Participation in our Drug‑free Awareness Program by all employees is mandatory.

**Reservation of Rights**

The Company reserves the right to interpret, modify, or expand upon this policy in whole or in part, with or without notice. Nothing in this policy alters an employee’s at‑will status.

**Acknowledgment and Consent**

I hereby acknowledge having received a copy of ABC Company’s Drug‑free Workplace Policy. I agree, without reservation, to abide by the policy.

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Date Employee’s Signature

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Employee’s Name (Printed)

THIS POLICY MAY BE LEGALLY ESSENTIAL