



DRUG-FREE WORKPLACE ACKNOWLEDGEMENT FORM

In compliance with the provisions of the federal *Drug-Free Workplace Act of 1988*, and the *Drug-Free Scholar and Communities Act of 1989*, the College under the direction and control of the Board of Trustees will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts.

As required by Public Law 100-690 of the Drug-Free Workplace Act of 1988 for recipients of federal contracts and grants, the following policy is in effect for Coastal Alabama Community College and appropriate disciplinary action will be taken against employees and students for violations of such prohibitions:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
2. Other types of misconduct for which appropriate disciplinary action may be taken include, but are not limited to, the commission of, or the attempt to commit, any of the following offenses on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College, or at any off-campus function or event in which the College is a participant: intoxication, or the display, possession, sale, distribution, or use of any alcoholic beverage or any unprescribed controlled substance or illicit drug, or of any marijuana plant or part of a marijuana plant.
3. Coastal Alabama Community College has and shall maintain a drug-free awareness program to inform employees and students about –
 - Dangers of drug abuse in the workplace;
 - Coastal Alabama Community College's policy of maintaining a drug-free workplace;
 - Available drug counseling, rehabilitation, and employee assistance programs; and
 - Penalties that may be imposed upon employees and students for drug abuse violations.

4. The College will provide a program of education designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs in orientation and other special presentations will:
 - Provide current, accurate information on health risks;
 - Provide accurate information on symptoms of illegal drug/alcohol abuse;
 - Promote an institutional climate that discourages the use of illegal drugs and/or alcohol;
 - Provide information on treatment centers and community agencies for referral;
 - Provide in-house counseling for those with alcohol/drug problems;
 - Provide accurate information concerning local, state, and federal laws dealing with the use of illegal drugs and alcohol; and,
 - Provide a clear explanation of Coastal Alabama Community College's policy on the use of alcohol and/or illegal drugs and including College disciplinary procedures.

5. As a condition of employment, Coastal Alabama Community College employees will –
 - abide by the terms of this policy; and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

I have read the above statement and agree to abide to the conditions set forth:

Employee Signature

Date

PLEASE RETURN THIS ACKNOWLEDGEMENT TO THE HUMAN RESOURCES OFFICE.