500.2

# RESA-6 Drug Free Workplace Verification Statement

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYEE ID NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I have received a copy of the Drug-Free Workplace Policy and Procedures.

As an employee of RESA-6, I agree to abide by the Drug-Free Workplace Policy and Procedures which state that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or alcohol is prohibited in the workplace (whether at the RESA-6 office or at any other location where an employee is assigned). Additionally, no employee shall report for work while under the influence of alcohol and/or an illegal drug.

The workplace shall be defined as a worksite where work is performed in connection with the employee's employment. The workplace shall include facilities, property, building, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by RESA-6.

The policy is applicable while employees are engaged in any work-related activity which includes performance of agency business during regularly scheduled work days, meal break, and/or occasions having a connection with the job or the Agency.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any violation of criminal drug offense in the workplace, I must report this conviction to my supervisor and the RESA-6 Executive Director within five (5) days of the conviction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date