

## **DRUG FREE WORKPLACE ACKNOWLEDGEMENT**

Whitman County recognizes alcohol and drug abuse as potential health, safety and security problems. Whitman County expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

- I. Whitman County prohibits employees from the manufacture, dispensing, possession, use, distribution, or purchase of non-prescribed drugs and intoxicants on County premises and from working under the influence of alcohol, prohibited substances, or intoxicants during work hours.
  
- II. Employees are required to report to their jobs in an appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, they're required to discuss it with their supervisor before commencing work that day. If a supervisor has a reasonable suspicion that an employee is under the influence of drugs/alcohol, he/she may require the employee to undergo testing. Employees required to have a CDL will be subject to pre-employment and random drug/alcohol testing.
  
- III. Any employee who is convicted of any violation of any criminal drug statute (including misdemeanors) for a violation occurring on Whitman County property or time shall notify his or her supervisor within five (5) days of the date of conviction. A conviction includes any finding of guilt (including one agreed to by the employee), or pleas of no contest and/or any imposition of a fine, jail sentence, or other penalty.
  
- IV. Employees who have an alcohol or drug abuse problem are strongly encouraged to seek assistance through any programs offered through the County's health carriers or the Employee's Assistance Program. Any violation of this substance abuse policy will result in discipline up to, and including termination.
  
- V. Drug Abuse Education Program. The County will utilize available County resources to educate employees as to the dangers of drug abuse.

I have read and understand Whitman County's Drug Free Workplace Policy and agree to abide by the terms thereof.

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Signature

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Date

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Department

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Job Title

Equal Employment Opportunity Employer