

## **ATTACHMENT C – Certification Regarding Drug-Free Workplace**

Offeror certifies that it will provide a drug free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Offeror'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 occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph A.
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the contract, the employee will:
  - 1. Abide by the terms of the statement, and
  - 2. Notify the employer of any criminal drug statutes conviction for a violation occurring in the workplace no later than five working days after such conviction.
- E. Notifying the Workforce Solutions Alamo Board within 5 days of receipt of notice from employee.
- F. Taking one of the following actions, within 30 days of receipt of notice under subparagraph D.2. with respect to any employee who is so convicted:
  - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
  - 2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs A, B, C, D, E, and F.
  - 1. Certification is a precondition of receiving a new contract after July 1, 1990.
  - 2. This policy does not require drug testing.
  - 3. Costs incurred to comply with the requirements of this policy are allowable costs under the contract.
  - 4. Offerors are not required to pay for rehabilitation programs for employees.

5. The requirements of this policy must be in place and certification must be made to the Workforce Solutions Alamo Board at the time that the contract is executed.
6. Alcohol is not covered by this policy.

OFFEROR STATEMENT OF COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT OF 1988

Offeror will provide a Drug Free Workplace in compliance with the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the Offeror's premises or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with the policy.

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Signature

Date

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Typed Name and Title

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Organization