



DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with, or receive grants from federal agencies to certify that they will meet certain requirements for providing a "Drug-free workplace." Colorado State University-Pueblo intends to comply with all provisions of the Act. The University has chosen to adopt the State's policy with regard to substance abuse. This policy, known as the "Substance Abuse Policy" states:

"Colorado State University - Pueblo has a vital interest in maintaining a safe, healthful and efficient working environment for its employees, (students) and the public. Employees impaired by alcohol or other drugs during working hours may pose safety and health risks, not only to themselves, but to others."

Therefore, to ensure a safe working environment, it is the policy of Colorado State University - Pueblo that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Colorado State University - Pueblo that illegal possession, manufacture, use, sale, or transfer of a controlled substance on state property or during work hours by its employees is prohibited. Violations of this policy will be cause for corrective or disciplinary actions up to and including termination.

Colorado State University-Pueblo has in place a drug awareness program which has been designed to inform students and employees about the dangers of drug abuse available on the HR Website at <http://www.csupueblo.edu/hr/policies>

As a condition of employment, the employee will:

- (1) abide by the terms of this statement.
- (2) notify the University of any Criminal Drug Statute Conviction for a violation occurring in the workplace no later than five days after such conviction.

Employees who would like more information on counseling, rehabilitation, and/or employee assistance programs are encouraged to contact the Director of Human Resources at extension 2441. All such inquiries will be handled in the strictest confidence consistent with Federal/State/University Regulations and policies. Information is also available on the **HR Website at www.csupueblo.edu/hr**.

A copy of the law, including a list of controlled substances, is available for review in the Human Resources Office. For further information, please contact this office at extension 2441.

EMPLOYEE ACKNOWLEDGEMENT FORM DRUG-FREE WORKPLACE POLICY STATEMENT

I, THE UNDERSIGNED EMPLOYEE of Colorado State University-Pueblo, have received a copy of the Drug-Free Workplace Statement, and I agree to:

1. abide by the terms of this statement; and
2. notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Signature

Date

PLEASE RETURN THIS ACKNOWLEDGEMENT TO THE HUMAN RESOURCES OFFICE
(REV 7/