

DRUG-FREE WORKPLACE CERTIFICATION

DRUG FREE WORKPLACE ACT OF 1988

41 U.S.C. 701 et seq.

54 FED REG 4946, et seq.

The undersign hereby certifies that he/she will provide a drug-free workplace by publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use will be taken against employees for violations of such prohibitions.

1. Establishing a drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace
 - b) The proposed policy of maintaining a drug-free workplace
 - c) Any available drug counseling, rehabilitation, and employee assistance program, and
 - d) The penalties that may be imposed upon employees for violations occurring in the workplace.
2. Making a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1).
3. Notifying the employee required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - a) Abide by the terms of the statement; and
 - b) Notify the contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. Notify the Memphis Housing Authority (MHA) within ten (10) days after receiving notice under Subparagraph 3(b) from an employee or otherwise receiving actual notice of such conviction.
5. Taking one of the following actions within thirty (30) days after receiving notice under Subparagraph 3(b) with respect to any employee who is convicted:
 - a) Taking appropriate personnel action against such employee, up to and including termination, or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or appropriate agency.
6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), and (5).

*Subscribed and sworn to
before me this _____ day
of _____, 20_____*

Notary Signature

My commission expires

Date

Company Name

Principal

Title

Date