

**DRUG-FREE WORKPLACE POLICY STATEMENT
NOTICE TO ALL UNIVERSITY EMPLOYEES**

Northwestern Oklahoma State University, in compliance with the Drug-Free Workplace Act of 1988, hereby gives notice to all University employees that it is the formal policy of the Regional University System of Oklahoma governing board and Northwestern Oklahoma State University that it is in the best interest of both the University and its employees to provide education, awareness, and assistance where appropriate relative to the dangers inherent in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. The special consequences of drug-abuse in the workplace include the threatened safety to co-workers by those who are impaired by drugs, the increased danger of defective or substandard services being provided to the public, and diminished productivity.

In order to combat this problem area, the University will provide all employees ongoing materials and information concerning these dangers and available avenues of assistance. The University further gives notice:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any University work area is prohibited.
2. As a condition of employment, employees must abide by the terms of this policy.
3. **Any University employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in the workplace must report in writing the conviction within five (5) days thereafter to the NWOSU Human Resources Office.**
4. Violations of this prohibition will result in administrative sanctions, ranging in severity from formal counseling to termination from employment, immediately or within 30 days, whether or not the violation results in conviction under state or federal criminal drug statutes for misconduct in the workplace. Satisfactory participation in a university-approved drug abuse assistance or rehabilitation program may be required as a condition of continued employment by the University for all employees who violate this prohibition and are not terminated from employment.
5. Information about the dangers of drug abuse in the workplace and the availability of drug abuse assistance and rehabilitation programs may be obtained from the Vice President of Student Affairs and Enrollment Management.
6. Where necessary, because of conviction and incarceration, decisions relative to suspension or termination or the granting of leave for treatment will be determined individually.
7. All University employees are required to acknowledge by written signature that they have been made aware of this policy, understand same, will abide by the policy, and will return a signed copy of this policy for placement in NWOSU personnel files.

ACKNOWLEDGMENT OF UNDERSTANDING AND COMPLIANCE

As an employee of the University, I have read and understand and will abide by the policy statement above, and I also agree to notify my immediate supervisor and federal grant or contract supervisor, if applicable, within five (5) days if I am convicted under any statutes for misconduct in the University workplace.

Printed Name:	SSN (last 4 digits):	Department and Supervisor:
Signature:	Today's Date:	Type: Full-time___ E&G___ WS___ PTS___ Adj___ Other___ Campus: Alva___ Enid___ Woodward___