



**DRUG FREE WORKPLACE POLICY**  
**University of Arkansas at Pine Bluff**  
**Effective March 17, 1989**

The University of Arkansas at Pine Bluff requires a workplace (defined as: all facilities and vehicles owned and operated or leased by the University of Arkansas at Pine Bluff, for the purpose of conducting University business) free of drug abuse and promotes the prevention of abuse through educational programs. To the achievement of these ends, the University has established drug-free awareness programs. The University has the responsibility for providing information about the dangers of drug abuse in the workplace, information about the University drug free workplace policy, and information about University drug counseling, rehabilitation, and other assistance programs which are available to employees. The implementation of the provisions of the University drug free workplace policy, as stated herein, represents the good faith effort of the University to continue to maintain a drug free workplace. A copy of the policy will be distributed to all current employees, inserted in employee handbooks, and given to each employee who is to be engaged in work funded by a federal grant or contract. Employees who are found guilty, under this policy, of substance abuse violations are subject to existing University disciplinary action and personnel policies.

**The specific provisions of the policy are:**

1. In compliance with the U.S. Congress Omnibus Anti-drug abuse of 1988, employees of the University are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance in the workplace.
2. A University employee must notify his or her department head or director (or other appropriate supervisor) in writing of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. The department head, director or supervisor of the employee shall immediately convey this information, through appropriate channels, to the Vice Chancellor to whom he or she reports. If the convicted employee is engaged in a project funded by federal monies, the Vice Chancellor will notify the granting or contracting agency within ten days after receiving notice of the conviction.
3. An employee who is convicted under any criminal drug status for a violation occurring in the workplace is required to successfully complete a drug counseling or rehabilitation program. Additional sanctions, including termination of employment, may be imposed for repeated convictions.
4. Adherence to the terms of this policy is a condition of employment at the University and in particular, of those engaged in work funded by federal grant or contract.

The University of Arkansas at Pine Bluff health insurance policy does cover alcohol and substance abuse treatment. Any person considering entering into a substance abuse Program contact the Personnel Office at University of Arkansas at Pine Bluff to pre-approve coverage of the program.

**DRUG FREE WORKPLACE POLICY**  
**University of Arkansas at Pine Bluff**  
**Effective March 17, 1989**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, an employee of the University of Arkansas at Pine Bluff (UAPB), hereby certify that I received a copy of this agency's policy regarding the maintenance of a drug free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this agency's premises and violation of this policy can subject me to discipline, up to and including termination. I realize that as a condition of employment on such federal contract, I must abide by terms of this policy and will notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that my employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

---

Signature

---

Date

