

**DRUG FREE WORKPLACE**  
**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, an employee of the Arkansas Department of Veterans Affairs, hereby certify that I have received a copy of this agency's policy regarding the maintenance of a drug free workplace. I realize that an 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. In conjunction with Executive Order Number 89-2, The Arkansas Department of Veterans Affairs (ADVA) will consider the use of illegal or other impairing substances prior to reporting for duty, but not in the work place as a violation of this order. In addition the ADVA will require a urinalysis to be performed immediately following, or as soon as practical after all accidents or incidents where there is injury, loss of limb or life, damage to, or loss of agency property. A urinalysis will be performed on all parties involved to determine that the accident or incident was not caused by negligence or impairment. I understand the three levels of drug testing that will be used: pre-employment, reasonable cause, and random.

I realize that, as a condition of my employment, I must abide by the 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) working days after such conviction. I further realize that federal law mandates that my employer communicate this conviction to the appropriate federal agency for any employment on a federal contract and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date