

**EMPLOYEE ACKNOWLEDGEMENT OF
THE VILLAGE OF COAL VALLEY'S DRUG FREE WORKPLACE POLICY
PURSUANT TO THE DRUG FREE WORKPLACE ACT**

By the attached Resolution, the Village Board has declared that all Village workplaces shall be free of illegal drugs in all manner and form, and hereby informs all employees that:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in all Village workplaces, including, but not limited to, all buildings, facilities, vehicles, and properties owned by the Village.
2. Employees found to be engaged in any of the activities in "1" above shall be subject to disciplinary action, up to and including termination and may be required to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local Health, Law Enforcement, or other appropriate agency.
3. As a condition of employment by the Village, an employee must:
 - a. Abide by the terms of the attached Resolution.
 - b. Notify the Village of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. The Village will make information available to employees informing them about:
 - a. The dangers of drug abuse in the workplace.
 - b. The Village policy of maintaining a drug free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug violations.

I have received and read the Village Board's Resolution regarding a drug free workplace, understanding its contents, and agree to abide by the Resolution as a condition of my continuing employment with the Village.

Employee Signature

Date

Witness:

Date