

**ANTRIM COUNTY
DRUG FREE WORK PLACE POLICY
Amended: April 1997**

Illegal drugs in the work place present a danger to us all. Drugs impair safety and health, can promote crime, lower productivity and work quality and undermine public confidence. Antrim County will not tolerate the illegal use of drugs, and now by law, it cannot. The Drug Free Work Place Act of 1988 (effective March 18, 1989) holds employers who receive federal grants responsible for certifying that they maintain a drug free workplace. The purpose of this policy is to implement procedures for the notification to employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and to also establish procedures for actions that will be taken against employees for violation of such prohibitions.

Effective immediately all Antrim County premises, including work sites and Antrim County vehicles, are declared to be drug free workplaces. This means:

- All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.
- Employees violating this policy are subject to appropriate personnel/disciplinary action, which may include termination, and/or other remedial measures as the individual circumstances warrant.
- Antrim County will provide for a drug awareness program for all employees regarding the dangers of drug abuse in the work place. To assist employees in overcoming drug abuse problems, Antrim County may offer an Employee Assistance Program. See your supervisor, or the Coordinator/Planner for information regarding this option.
- ***As a condition of employment, all employees must abide by this policy and must notify the Antrim County Coordinator/Planner of any conviction*** (including pleas of guilty or nolo contendere) for a violation occurring in a County work place within five (5) days of the conviction occurring. Failure to so inform the County may subject the employee to disciplinary action, up to and including termination for the first offense. Antrim County, in accordance with the law will notify the granting agency within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.
- Antrim County reserves the right to offer employees convicted of violating a criminal drug statute in the work place participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

Through this policy Antrim County demonstrates support for the purposes and goals of the Drug Free Workplace Act. It is the intention that all employees of Antrim County will embrace the drug free work place concept, and strive to make this policy a lasting success.

ALL EMPLOYEES ARE REQUIRED TO SIGN BELOW TO ACKNOWLEDGE THAT THEY HAVE READ AND RECEIVED A COPY OF THIS POLICY.

Date: _____

Signature: _____

Please print: _____