



## CERTIFICATION REGARDING A DRUG FREE WORKPLACE

CCKids CONTRACTORS whose organizations collectively receive federal funds over \$100,000 are required to certify that they are operating a Drug-Free Workplace as defined under the Drug-Free Workplace Act of 1988.

The CONTRACTOR shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the CONTRACTOR's workplace and specifying actions that will be taken against employees for violation of such prohibition;
- 2) Establish a drug-free awareness program to inform employees about:
  - a) The dangers of drug abuse in the workplace;
  - b) The CONTRACTOR's policy of maintaining a drug-free workplace;
  - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Make it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph 1) of this certification;
- 4) Notify the employees in the statement required by paragraph 1) of this certification that, as a condition of employment under the grant, each employee will:
  - a) Abide by the terms of the statement; and
  - b) Notify the CONTRACTOR of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five days after such conviction;
- 5) Notify CCKids in writing within 10 days after receiving notice under subparagraph 4) b) above, from an employee or otherwise receiving actual notice of such conviction;
- 6) Take one of the following actions, within 30 days of receiving notice under subparagraph 4) b) above, with respect to any employee who is so convicted:
  - a) Take appropriate personnel action against such an employee, up to and including termination; or
  - b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1-7 at the site(s) for the performance of work done in connection with the specific CCKids contract.

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Name of Certifying Official

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Title

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Signature

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Date

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Official Name of Organization/Agency/CONTRACTOR

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Application/Contract Number

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Address of Organization/Agency/CONTRACTOR