

To: ETBU Faculty and Staff
From: Mr. Ned Calvert
Senior Vice-President for Financial Affairs
Subject: Drug-Free Workplace Policy Statement

East Texas Baptist University is required by the Drug-Free Workplace Act of 1989 (Public Law 101-226) to notify all employees that the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by employees and/or students on its property or as part of any of its activities is strictly prohibited.

Any employee who is found guilty (including a plea of no contest) or has a sentence, fine or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on premises or property owned or controlled by the university shall report such action to the Senior Vice President for Financial Affairs within five (5) calendar days.

An employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance in or on premises of property owned or controlled by the university, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

NC/kb

I certify that I have read the above statement and intend to abide by the policy as stated.

Employee Signature

Date