

To: ETBU Faculty and Staff
From: Mr. Lee Ferguson
Vice-President for Administration & Finance
Date: February 23, 2018
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 Vice President for Administration & Finance 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.

LF/kb

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

Employee Signature

Date