

**SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE
DRUG-FREE WORKPLACE POLICY STATEMEMENT
2009-2010**

You are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Southwest MS Community College workplace or while representing Southwest MS Community College at a school-related activity. Appropriate personnel action shall be taken against any employee who fails to abide by this policy, up to and including termination.

I hereby certify that I have been given a copy of the above Drug-Free Workplace Policy statement and that I understand the statement. As a condition of my employment I will-

- (a) Abide by the terms of the statement; and
- (b) Notify Southwest MS Community College of any criminal drug statute conviction for a violation occurring in the workplace or while representing Southwest MS Community College at a school-related activity no later than five (5) working days after such conviction.
- (c) I understand that if I fail to abide by this policy, appropriate personnel action shall be taken, up to and including termination.

Signature of Employee

ID #

Position

Date