



**DRUG-FREE WORKPLACE ACT CERTIFICATION  
FOR A PUBLIC OR PRIVATE ENTITY**  
(Revised June 1990)

1. “Contractor Company Name” (the Contractor) certifies that it will provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The Contractor's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs; and,
    4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - c. Making it a requirement that each employee to be engaged in the performance of the cooperative agreement be given a copy of the statement required by paragraph a.;
  - d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant or cooperative agreement, the employee will:
    1. Abide by the terms of the statement; and
    2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
  - e. Notifying NICTD in writing within ten (10) calendar days after receiving notice under subparagraph d. 2. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working unless NICTD has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected cooperative agreement.



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- f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d. 2., with respect to any employee who is so convicted:
    - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the Federal, state, or local health, law enforcement, or other appropriate agency;
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a., b., c., d., e., and f.
2. The Contractor's headquarters is located at the following address. The addresses of all workplaces maintained by the Contractor are provided on an accompanying list.

Name of Contractor: **“Contractor Company Name”**

Address: **“Insert Street Address”**  
 City: **“Insert City”**  
 County: **“Insert County”**  
 State: **“Insert State”**  
 Zip Code: **“Insert Zip Code”**

**“Official’s Signature”**  
 \_\_\_\_\_  
 (Signature of Authorized Official)

**“Official’s Title”**  
 \_\_\_\_\_  
 (Title of Authorized Official)

**“Contractor Company Name”**  
 \_\_\_\_\_  
 (Name of Contractor)

**“Insert Date here”**  
 \_\_\_\_\_  
 (Date)