

## Drug and Crime Free Policy for Employees

Management will not allow tenants to engage in or will not tolerate drug activity on the property. Management will not allow tenants, residents, members of the resident's household, relatives, guests, invitees or agents to be engaged in any unlawful acts or any unlawful use of the apartment, common areas, or development grounds, such acts or use to include but not limited to the sale, use, distribution, manufacture, storage or possession of illegal firearms, illegal drugs or other controlled substances or the commission of acts that cause or threaten to cause physical harm or hazardous conditions to others. If any tenant is in violation of this policy, legal action will be taken.

In order to ensure a safe and efficient work environment and enhance the quality of life in properties managed by \_\_\_\_\_, the following policy has been adopted to supplement existing personnel policies, practices, and procedures in compliance with Federal Drug-Free Workplace Requirements. Each employee is to acknowledge receipt of this statement and signify intention to adhere to its provisions by signature.

No employee of \_\_\_\_\_ may unlawfully manufacture, dispense, distribute, possess or use a controlled substance at any work site. "Work site" means any office, building, or property (including parking lots) owned or operated by \_\_\_\_\_ or any other site at which an employee is to perform work for \_\_\_\_\_ as employer. "Possess" means to have either in or on an employee's person, personal effects, motor vehicle, tools, and areas substantially entrusted to the control of the employee such as desks, files and lockers. "Controlled substance" means a controlled substance listed in Schedules I through V of Section 812 of Title 21, U.S. Code. Any violation of this policy may result in summary discipline, required participation in a drug rehabilitation program, or termination of employment.

No employee will report for work or will work impaired by any substance, drug or alcohol, lawful medications are based strictly on an assessment of the employee's ability to perform his/her regular or other assigned duties safely and efficiently. Any violation of this policy may result in summary discipline, required participation in a drug rehabilitation program, or termination of employment.

It is a condition of employment with \_\_\_\_\_ that each employee abide with the above provisions, and agree to notify \_\_\_\_\_ of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. It is understood that where federal laws are involved, it is incumbent upon \_\_\_\_\_ to notify the federal contracting agency of such conviction within ten (10) days of receiving such notification of conviction and the nature of sanctions imposed.

\_\_\_\_\_ is mutually concerned with its employees about problems associated with alcohol and drug abuse as it affects job performance, safety, the home and work environment, as it undermines the tenant's and public's confidence in the company.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_