



Sample Drug Free Workplace Policy

Dear Employee,

The Board of Directors of _____ Company has adopted the attached policy statement on compliance with Drug-Free Workplace requirements.

This policy statement and ongoing compliance with the statement is a requirement of the Anti-Drug Abuse Act of 1988 (P.L. 100-690, Title V, Subtitle D) for _____ Company to continue to bid on and receive federal contracts.

Since you are employed directly (or indirectly) under contract # _____ (Title), your compliance with this policy statement is a condition of employment with _____ Company.

Please read the statement carefully and sign and date the enclosed copy of this letter signifying your understanding of the statement and receipt of this letter. Return your signed and dated letter to [_____ personnel, supervisor, etc.] within ten (10) days of receipt.

[Employer may include services offered about drug (substance abuse) education and employee participation and other companies Drug-Free Workplace services].

Thank you for your prompt attention to this matter.

Sincerely,

Chief Executive Officer