

## DRUG-FREE WORKPLACE STATEMENT INSTRUCTIONS

### PURPOSE

To document an employee's receipt and understanding of the DSS policy on a drug-free workplace.

### PREPARATION

Cost Center Manager completes information requested on form for every current employee, as well as for every employee hired after March 18, 1989. Employee signs form at end of statement.

### DISPOSITION

Cost Center Manager sends original to employee's personnel folder and gives copy to employee.