



# DRUG FREE WORKPLACE POLICY

In compliance with Federal regulations and in accordance with the employment policies of the college, ASA Institute of Business and Computer Technology Inc., is committed to providing a drug-free workplace.

As a condition of employment at ASA Institute of Business and Computer Technology, no employee may be involved in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or abuse of alcohol on the college premises. Any employee who is convicted of violating this policy will be dismissed.

In accepting employment at ASA Institute of Business and Computer Technology, the employee agrees to abide by the drug-free workplace policy, and agrees to notify the College Officials of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

As part of the college's drug-free awareness program, literature and a list of resources available for drug counseling and rehabilitation can be provided on request from the President.

I, \_\_\_\_\_, in accepting employment at ASA Institute of Business and Computer Technology, Inc., agree to abide by the college's policy regarding a drug-free workplace.

In accepting employment, I agree to uphold the mission and objective of the college, and will abide by the regulations, policies, procedures and standards that govern the college.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date