

## **NOTICE:**

The City of Columbia, in conformity with the Drug Free Workplace Act of 1988, has adopted a policy mandating that the manufacture, distribution, dispensation, possession or use of non-prescribed controlled substances, or the use of alcohol, or the unauthorized distribution or sale of alcohol is unlawful and is prohibited in City workplaces. Employees who violate this policy may be required to attend counseling through the Employee Assistance Program or may be suspended or terminated from City employment. Employees who are convicted of violating any criminal drug statute in the workplace must notify the Human Resources Department within five working days of the conviction.