

# Certification for a Drug-Free Workplace

# Horizon Development Properties

Applicant Name

Project

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to Horizon Development Properties, Inc.(HDP) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the un- lawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's work- place and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an on-going drug-free awareness program to inform employees ---
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Applicant's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by para- graph a. that, as a condition of employment under the grant, the employee will ---

- 1. Abide by the terms of the statement; and
- 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying HDP in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to HDP the convicted employee was working, unless HDP has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
  - 1. Taking appropriate personnel action against such an employee, up to and including termination, or
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.
- (g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs a. thru (f).

**Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HDP project shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the project.

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Name of Authorized Official	Title
Signature	Date