



*"Changing with the tides in harmony with
our people, land and heritage."*

**221 3rd Avenue ~ P.O. Box 1467
Seward, AK 99664**

DRUG-FREE WORKPLACE STATEMENT

NOTIFICATION OF EMPLOYEES

All employees of the Qutekcak Native Tribe (QNT) are hereby notified and witness below, that they have been informed of the policies of QNT that: the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in any of QNT's work place during working hours, during any time the employee is representing QNT or during any time that the employee is on QNT travel status, including non-working hours. Employees may not report to work under the influence of alcohol or any unlawful controlled substance. This policy is not intended to prevent the lawful use of prescribed medication. Abuse of prescribed medication is prohibited by this policy.

Compliance with this policy is a term and condition of employment with QNT. Violation of this policy will result in discipline up to and including: suspension without pay; transfer; testing and monitoring requirements; and termination. Be advised that under the QNT Safety Policy for QNT employees: "Alcohol/Drug use is not permitted during work hours or the morning hours prior to work. Failure to comply is cause for immediate termination." This safety policy will take precedence over the disciplinary stipulations outlined in the drug policy in the case of employees working on QNT projects involving manual labor and the use of tools and equipment. Employees must notify the Executive Director of QNT within five (5) calendar days of any criminal conviction determination that the employee has violated a statute or ordinance governing controlled substances or alcohol, in order that QNT can determine whether the employee has violated the Drug and Alcohol Free Workplace policy. If a violation is found, QNT will take personnel action against the convicted employee within 30 days; which may include termination, other discipline, or the requirement that the employee satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, health, law enforcement or other appropriate agency.

To the extent required by law, or at the discretion of the Executive Director, QNT will notify federal granting agencies of any violation of this policy.

STATEMENT OF EMPLOYEE

As an employee of the Qutekcak Native Tribe, I have read and understand the above Drug-Free Workplace statement and agree to abide by the policies and the conditions of employment and penalties stated therein.

Employee Signature: _____ Date _____

Printed Name: _____