

**UADA Policy 235.2  
Drug Free Work Place**

**Scope**

It is the policy of the State of Arkansas, and of the University of Arkansas System Division of Agriculture, that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance while on Division premises or during the course of any Division assignment is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. Employees are not to report to work while under the influence of drugs or alcohol. **AUTHORITY: Governor's Executive Order 89-2**

**Policy**

Any employee who illegally uses, sells, gives, or in any way transfers alcohol or any controlled substance to another person while on the job or on Division premises will be subject to discipline up to and including immediate termination.

An employee is required by law to inform the Division within five (5) days following any conviction for violation of any federal or state criminal drug statute where such violation occurred on the Division's premises or during the course of any Division assignment. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction

The Division must notify the granting U. S. government agency of such a conviction within ten (10) days after receiving notice from the employee or other authority.

Voluntary treatment for substance abuse is supported and encouraged by the Division and may affect the action taken by the Division in cases of employee violations of policy.

Disciplinary actions linked to performance criteria are still applicable. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy. Therefore, all employees must receive and acknowledge receipt of the State of Arkansas Drug Free Workplace Policy.