

## KENTUCKY HOUSING CORPORATION

### DRUG-FREE WORKPLACE CERTIFICATION

The applicant/project owner certifies that it will or will continue to provide a drug-free workplace by:

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (B) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace.
  - (2) The recipient's policy of maintaining a drug-free workplace.
  - (3) Any available drug counseling, rehabilitation and employee assistance programs.
  - (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 project be given a copy of the statement required by paragraph (A).
- (D) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment, the employee will:
  - (1) Abide by the terms of the statement.
  - (2) Notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) days after such conviction.
- (E) Notifying Kentucky Housing Corporation in writing within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Notice shall include the employee's position title and identification number(s) of each affected project.
- (F) Taking one of the following actions, within thirty (30) calendar days after receiving notice under paragraph (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, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- (G) Making a good-faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Insert in the space provided below the site(s) for the performance of work done in connection with the project \_\_\_\_\_ (project name).

Place(s) of performance (street address, city, county, state and zip code)

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Check \_\_\_\_\_ if there are workplaces on file that are not identified here.

**Name of Applicant/Owner:** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Signature)

**Date:** \_\_\_\_\_