Delaware Department of Human Resources

DRUG-FREE WORKPLACE POLICY STATEMENT ACKNOWLEDGMENT FORM - Statewide	
DHR-Form #: DHR-STW-101.1-F	**Authority: Drug-Free Workplace Act of 1998; 16 Del. C. c. 47; MR 12**
Effective Date: November 18, 2022	**Revised Date: June 23, 2023**
Supersedes: State of Delaware Drug-Free Workplace Policy Statement 5/2006	

The State of Delaware (State) as an employer is committed to providing a safe work environment and to fostering the health and well-being of its employees. The cognitive, emotional, and behavioral impairment that results from drug use can affect productivity, morale, and the safety of the employee and their co-workers. As part of the State's commitment to provide a safe environment for employees and to comply with the Drug-Free Workplace Act (Act) of 1988, the Drug-Free Workplace Policy was established. The Act requires the certification by federal grantees of maintenance of a drug-free workplace with specific requirements.

The workplace consists of any state-owned or leased property or any site where state employees are performing official duties.

An employee who is covered by this Policy and commits any prohibited act(s) under this policy shall be subject to disciplinary action, up to and including termination, and may be required to participate satisfactorily in an appropriate rehabilitation program.

☐ I hereby acknowledge that I have been given a copy of the State's Drug-Free Policy and Procedures.

Your signature below is intended to acknowledge receipt, it does not imply agreement or disagreement with the policy itself. If you refuse to sign this acknowledgment receipt, your supervisor will be asked to initial this form indicating that a copy of the Policy has been given to you.

Employee Name: _____

Signature: _____   Date: _____

☐ By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party's electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking the box as indicated, electronic initials or name, or email confirmation.