



Drug & Smoking Policy

Name _____ Social Security # _____

Address _____ City _____ Zip _____

Phone # _____ Alternate Phone _____

AC/C TECH is a Drug and Smoke free Institution. Use of illegal drugs or alcohol is dangerous to you and to others. Taking prescribed medication that causes you to be unable to learn and/or perform certain duties safely or effectively is dangerous to you and to others. Violation of this policy will result in disciplinary action against you that could range from counseling to getting suspended from the program or losing your job.

What will happen if I get caught using drugs or alcohol?

1. If you report to a training or work site under the influence of drugs or alcohol, you will face disciplinary action that could include, but not limited to the following:
 - Getting sent home and not getting paid for the missed time.
 - Getting suspended from the program.
 - Getting arrested.

2. If you are arrested for a drug or alcohol violation, whether it happens on or off an the training or work site, and you are convicted or enter a plea of no contest, you must notify AC/C TECH within five (5) working days of the conviction or plea.

3. If you think you have a problem with drugs or alcohol and would like to talk to someone about it, or to get help, contact AC/C TECH for a referral to an agency that can help you. You may remain in the program as long as you are serious about getting help and abide by all of the terms outlined in this policy.

4. The word "Drugs" as used in the paragraphs above, means illegal drugs as defined under 21 USC Sub 812 of the Federal Controlled Substance Act. However, if you are using medication prescribed by a doctor in treatment of a medical condition, you must report this fact to AC/C TECH. The staff and/or instructors will decide if you are reasonably able to progress in the training as originally expected.

My signature below certifies that I have read, understand, and agree to all terms of this policy.

Signature _____ Date _____