

**Treasury Documentation****Subject:** Drug-Free Workplace Act, Implement**For:** EMPLOYEE HANDBOOK  
SUPERVISOR HANDBOOK  
HEALTH AND SAFETY HANDBOOK**Also See:** ET-03151; Drug-Free  
Workplace Act of 1988  
(PL 100-690, 102 Stat.  
4181)**Identification** ET-03104  
Policy  
**Effective Date** 3-1-2013  
**Replaces** ET-03104 (3-1-2005)  
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It is the policy of the Michigan Department of Treasury (Treasury) to forbid the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace.

Treasury may institute disciplinary measures against an employee who violates this prohibition, including dismissal.

As conditions of employment, all employees must:

1. Abide by the terms of this Policy.
2. Notify their supervisors within five days of any conviction under a criminal drug statute for a violation which occurs in the workplace.
3. Comply with Treasury's drug and alcohol testing program. (Refer to Policy ET-03151 in the Employee Handbook.)

**Definitions**

**Controlled substance.** As defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

**Conviction.** A finding of guilt (including a plea of guilty or nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

**Criminal drug statute.** A criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

**End**