

Drug-and Alcohol-Free Workplace Policy Compliance Sample Memo to Employees

Date: (month) (day), (year)

To: (Your Section, Division, Department) Employees

From: (Supervisor)

Subject: Drug-and Alcohol-Free Workplace Policy Compliance Meeting

The state is covered by the Drug-Free Workplace Act—an important law designed to help us protect the health, safety, and well-being of everyone who works for the state government and his/her families.

On (month) (day), (year) at (time) (am/pm) in (location of room), I will be holding a special informational meeting on the state's Drug-and Alcohol-Free Workplace policy. This meeting will include discussions of the availability of the state's Employee Referral Program, employee rights and responsibilities, and the penalties that may be imposed for drug and alcohol use and abuse violations.

If, for any reason, you cannot attend, you need to notify me that arrangements can be made for you to receive this information in another setting.

I look forward to seeing you at the meeting.

Sincerely,

(Your signature)