



**THE
NAVAJO
NATION**

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**PETERSON ZAH
PRESIDENT**

**MARSHALL PLUMMER
VICE PRESIDENT**

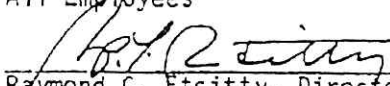
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DPM-G-92-195

M E M O R A N D U M

TO: All Employees

FROM:


Raymond C. Etcitty, Director
Department of Personnel Management

SUBJECT: NAVAJO NATION POLICY ON DRUGS AND ALCOHOL IN THE WORKPLACE

This is official notification that the following policies will be strictly enforced not only to protect the Nation's status as a responsible source for the award of federal contracts but to maintain a safe, healthful working environment for all of its employees, the general public, and clients, and to protect its property, equipment and operations. These policies also serve to supplement and interpret the Navajo Nation's Personnel Policy Manual regarding the Drug Free Workplace Act.

1. Effective immediately, any location at which Navajo Nation business is conducted, whether at this or any other site, is declared to be a drug and alcohol free workplace. This means:
 - a. All employees are absolutely prohibited from unlawfully manufacturing, distributing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances. The Navajo Nation Employee Assistance Program can provide complete information and explanation of controlled substances.
 - Narcotics (heroin, morphine, etc.)
 - Cannabis (marijuana, hashish)
 - Stimulants (cocaine, diet pills, etc.)
 - Depressants (tranquilizers)
 - Hallucinogens (PCP, LSD, "designer drugs," etc.)

- b. The Navajo Nation will not tolerate the unlawful sale, purchase, transfer, possession or use of alcohol on or off the reservation, during working hours, including the lunch hour.
 - c. Any employee violating the above policies will be severely disciplined, up to and including termination for the first offense.
2. Employees have the right to know the dangers of drug and alcohol abuse in the workplace, the Nation's policy about them and what help is available to combat drug and alcohol problems. This document explains the Nation's policy. An education program will be instituted for all employees on the dangers of drug and alcohol abuse in the workplace. The following help may be available for combating drug and alcohol abuse problems:
- Employee Assistance Program
 - Medical benefits for substance-abuse treatment
 - Information on resources for assessment and treatment

In addition, the Nation will provide supervisory training to assist in identifying and addressing illegal drug and alcohol use by employees.

3. Any employee convicted of violating a criminal drug or alcohol statute in the workplace must inform the supervisor and the Department of Personnel Management of such conviction (including pleas of guilty or nolo contendere) within five days of the conviction occurring. Failure to do so will result in severe disciplinary action, up to and including termination for the first offense.

By law, the Nation will notify the appropriate federal contracting officer within 10 days of receiving notification from an employee or otherwise receiving notice of a criminal drug conviction.

4. The Nation reserves the right to offer employees convicted of violating a criminal drug or alcohol statute in the workplace participation in an approved rehabilitation or chemical abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

However, these resources are best used voluntarily before workplace problems occur. If an employee has failed to avail him or herself of such help and problems do occur, the Nation will have little choice but to act severely against such abusers in the interests of protecting all its employees.

5. All employees are asked to acknowledge that they have been informed of the above policy and agree by it in all respects. Such acknowledgement and agreement are required of you as a condition of continued employment.

Please refer any questions on the above policy to your Supervisor or the Department of Personnel Management.

APPROVED:



Peterson Zah, President
Navajo Nation Council

ACKNOWLEDGEMENT

I hereby acknowledge receiving a copy of the Navajo Nation's Drug and Alcohol Policy. I have read and understand the provisions therein described. I further understand that compliance with the Drug and Alcohol Policy under the circumstances therein described constitutes a term and condition of continued employment with the Navajo Nation.

Employee (signature)

Date

(Print name here)

Social security number

PLEASE RETURN TO THE DEPARTMENT OF PERSONNEL MANAGEMENT