

## **Substance Abuse Policy Acknowledgement**

### **MEMORANDUM**

**TO:** All Employees  
**FROM:** Office of Human Resources  
**SUBJECT:** State of Maryland Substance Abuse Policy

The State of Maryland Substance Abuse policy applies to all State employees. The Executive Order prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on State owned or utilized premises. Any employee who is convicted of a drug related offense off-the-job will also be in violation of the order.

The Executive Order requires that all employees receive a copy of the policy and acknowledge receipt. Please read the policy and sign the Acknowledgment of Receipt. Acknowledgments must be placed in the employee's official personnel file.

### **SUBSTANCE ABUSE POLICY**

#### **Acknowledgement of Receipt**

I, acknowledge receipt of a copy of the Executive Order 01.01.1991.16, **State of Maryland Substance Abuse Policy**.

**Employee Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_