



Sea Education Association

## Drug-Free Workplace Policy, Consent Form and Employee Training Acknowledgement

All new SEA staff members are asked to sign a statement indicating that they have read and agree to abide by SEA’s Drug-Free Workplace Policy. Signing this statement is a condition of employment. The following is SEA’s Drug-Free Workplace Policy from the SEA Personnel Manual:

“The illegal presence of any controlled substance is absolutely and strictly prohibited at any and all locations where work is performed for SEA by SEA staff members. Illegal presence includes transporting, carrying, making, distributing, selling, or using. A controlled substance includes marijuana, cocaine, heroin, and hallucinogens (PCP, LSD, Ecstasy [MDMA], Designer Drugs).

If you are convicted of a violation of the criminal drug statutes in the workplace (including a plea of no contest) YOU MUST REPORT IT in writing to the SEA President within 5 days after the conviction or be subject to immediate disciplinary action. You will be required to meet with the Employee Assistance committee to discuss options for assistance and rehabilitation, possible disciplinary actions, and/or conditions under which SEA will allow you to continue or resume employment.”

I have read SEA’s Drug-Free Workplace Policy and I agree to abide by it as a condition of employment.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

### CONSENT TO BE TESTED

Sea Education Association is required by Federal regulations to have all sea going personnel with safety sensitive responsibilities tested for illegal drug use. SEA has no desire to intrude upon the private lives of its employees, but supports drug testing to comply with these regulations.

The urine sample you provide will be tested by a nationally certified laboratory. They will be screening the sample for the following drugs: a) Marijuana, b) Cocaine, c) Opiates d) Phencyclidine (PCP), e) Amphetamines.

I have read the statement above, and I hereby give my consent to provide urine samples as requested during the contract period to be analyzed for drugs in accordance with 46 CFR Parts 4, 5, 16 and 49 CFR Part 40 and to have the results of this drug screen released to SEA Education Association and its Medical Review Officer.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

# Employee Training Acknowledgement

I, \_\_\_\_\_, have received, read and watch the Employee Drug Test and Alcohol program Training materials, including:

- a. Employee PowerPoint
- b. USCG Drug and Alcohol Testing Overview (PDF)
- c. Appendix C of Personnel Manual- Drug and Alcohol Policy (PDF)
- d. Workplace Impact (PDF)
- e. Employee Drug and Alcohol Program Video (YouTube)

If I have questions about any of this material or the Drug and Alcohol Program, I will be in contact with the SEA Marine Department before sailing.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_