

**Drug Free Workplace  
Last Chance Agreement**

In lieu of terminating employment of an employee who tests positive for illegal substances or alcohol, this Company (Employer) provides the employee a final opportunity to agree to comply with all Company policies and practices.

In accordance with the Company's drug free workplace policy, the employee listed below has tested positive on a Company required drug or alcohol test. The Company will allow the employee to continue to be employed with the Company based on this second chance agreement which requires the following:

The employee will be suspended from employment without pay for 3 days.

The employee will actively participate in the company's employee assistance program (EAP). The employee will schedule [his/her] first EAP appointment no later than one week from the date of this Agreement. All costs cost of any treatment counseling or treatment program will be the employee responsibility.

The employee agrees to provide documentation of enrollment in a substance abuse counseling or treatment program no later than one week from the date of this Agreement. All costs of any treatment counseling or treatment program will be the employee responsibility.

The employee agrees to unannounced periodic follow-up drug testing for a period of two years from the date of this agreement. Testing shall be six times per year.

Other conditions of continued employment (employer please list):

If during the duration of the Agreement, the employee violates this Last Chance Agreement or any subsequent agreement made between the employee and a substance abuse treatment program, if the employee is found in violation of the employer's drug and alcohol policies, if the employee refuses to submit to a drug and/or alcohol test, the employee will be subject to immediate termination from employment.

Company/Employer Name:	
Company/Employer Representative:	
Signature:	Date:

Date of Positive Drug Test Result:	
Employee Name:	ID #:
Employee Signature:	Date: