

---

## **NOTICE OF CONVICTION POLICY**

Any employee convicted of violating a criminal drug statute must inform the Executive Director, in writing, of such conviction (including pleas of guilty or nolo contendere) within five (5) days of the conviction occurring. Failure to do so will result in disciplinary action up to and including termination for the first offense.

Any employee violating this policy is subject to discipline, up to and including termination, for a first offense. HSWC, Inc. reserves the right, in its sole and absolute discretion, to offer employees who violate this policy participation in an approved rehabilitation or drug abuse assistance program in conjunction with disciplinary action. If such a program is offered and accepted by the employee, he or she must satisfactorily complete the program and thereafter refrain from drug use and submit to random testing for a period of up to one year as a condition of continued employment.

*Approved BOD 1/10/2001  
Approved by Policy Council 1/31/2001*