

**Office of Human Resources**

**C. Robinson Hall**

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*Office of Human Resources*

***MEMORANDUM***

**To: New Employees of Bowie State University**

**From: Sheila Hobson, Senior Director of Human Resources**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: Substance Abuse Policy**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge receipt of the Bowie State Drug Free Workplace Policy.

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**Employee Signature Date**