

Document Preview – This is only a portion of the entire, customizable document.

DRUG FREE WORKPLACE POLICY

Purpose

The purpose of this policy is to comply with the Drug-Free Workplace Act of 1988 (HR 5210) as passed by Congress. The Drug-Free Workplace Act requires that all federal grant recipients establish and announce anti-drug policies for the workplace effective March 18, 1989. Cities are required to certify to each granting federal agency that the Company will provide a drug-free workplace.

Failure to comply with the drug-free workplace requirements could result in sanctions for grantees (the Company) found to be in violation. Sanctions include withholding of payment under the grant, suspension or termination of the grant, and/or ineligibility for future grants.

Policy Statement

The Company prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of illegal drugs while on Company property, at work locations, or while on duty. Arriving on Company premises for duty under the influence of any drug or alcohol is prohibited. Violations of this policy can result in discipline, up to and including discharge. Disciplinary actions shall be determined by the individual circumstances of each case.

Legal Drugs (including alcohol)

The use of any legally obtained drug, including alcohol, to the point where such use adversely affects the employee's job performance is prohibited. This prohibition covers arriving on Company premises under the effects of any drug that adversely affects the employee's job performance, including the use of prescribed drugs under medical direction. Where physician-directed use of drugs adversely affects job performance, it is in the best interests of the employee, coworkers, and the Company that sick leave be used. Any employee engaging in the use of alcoholic beverages during working hours or when reasonably expected to report for duty is subject to disciplinary action, up to and including discharge.

Illegal drugs

Illegal drugs for the purpose of this policy, include (a) drugs that are not legally obtainable and (b) drugs that are legally obtainable but have been obtained illegally.

The sale, possession, purchase, transfer, or use of illegal drugs by employees on Company premises or while on Company business as noted below in b) or c) is prohibited. Arriving on Company premises under the influence of any illegal drug is prohibited. This prohibition applies to any or all forms of drugs whose sale, purchase, transfer, possession, or use is prohibited or restricted by law.

a) Any employee engaging in the sale, purchase, transfer, possession, or use of illegal drugs on Company premises or while on Company business is subject to disciplinary action, up to and including discharge.

b) Any employee engaging in the sale, purchase, transfer, possession, or use of illegal drugs off-the-job which could jeopardize the safety of other employees, the public, or Company equipment is subject to disciplinary action, up to and including discharge.

c) Any employee arrested for the sale, purchase, transfer, possession, or use of illegal drugs off-the-job may be considered in violation of the policy. In deciding what action to take, the Company will consider the nature of the charges, the employee's present job assignment, the employee's record with the Company, provisions of personnel rules and other Company policies, and other factors relative to the impact of the employee's arrest upon the ability of the Company to continue to conduct business.

Employees must notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. In case of such a conviction, the Company will take appropriate personnel action, up to and including discharge, and/or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program. Constructive disciplinary measures may be used to provide motivation to seek assistance. Normal Company benefits (such as sick leave and health plan benefits) are available to assist in the rehabilitation process. Criminal convictions resulting in incarceration and/or the suspension or revocation of a job-required driver's license will be subject to disciplinary action, up to and including discharge.

Sample