

THE MILITARY DEPARTMENT DRUG-FREE WORKPLACE POLICY

The Military Department is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any Military Department employee uses illegal drugs or alcohol on the job, comes to work under their influence, or possesses, distributes or sells drugs in the workplace. Therefore, the Department prohibits on-the-job use of illegal drugs or alcohol, coming to work under the influence, and possessing or distributing drugs on Department premises. Violations of this policy will result in disciplinary action up to and including dismissal.

Employees are encouraged to seek assistance from the Employee Assistance Program or community resource on a voluntary basis for substance abuse related problems. Management is encouraged to refer employees with suspected drug problems to the Personnel Office for assistance. However, employees will still be expected to correct behavioral and performance problems, which caused the referral. In handling suspected substance abuse problems, it is the responsibility of Military Department managers and supervisors to document problems with on the job performance or behavior. In addition, employees must be informed that professional assistance for a personal problem is available through referrals by our Employee Assistance Coordinator.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and alcohol is incompatible with employment at the Military Department.