It is ________________’s desire to provide a drug-free, healthy and safe workplace. To achieve this goal, employees are required to report to work fit to perform their jobs in a satisfactory manner.

If an employee is observed by management to be possibly unfit for duty, they will be placed on medical leave until further assessment can be obtained and/or EAP referral made. Emergency medical care will be immediately obtained whenever there is a question of acute illness or impairment that threatens the safety of the employee or others.

While on ________________ premises and while conducting business-related activities off-site, no employee may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or illegal drug. Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in the Company-provided Employee Assistance Program and compliance with recommendations for substance abuse treatment.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and safely in a manner that does not endanger clients or other individuals in the workplace. Any employee, who is using a prescribed medication that might impair their ability to perform his or her job, or might create a safety hazard, should discuss the matter with his or her ________________. If it is determined through physician consultation that the individual is unable to perform the essential functions of his or her job without impairment caused by the medication or the underlying condition, the employee will be directed not to work, using available medical leave options, until able to fully perform the essential functions of their job. Employees with medical conditions are urged to work collaboratively with their supervisors to consider all reasonable accommodation options in order to continue to work.

_______________ provides EAP consultation services through Coastline EAP, and strongly encourages employees to use these resources for help with alcohol, other drug problems, or other personal concerns. It is each employee’s responsibility to seek assistance from the contracted professionals prior to reaching a point where such employee’s judgment, task performance or workplace behavior is negatively affected.