



Resource 3: DRUGS, ALCOHOL AND OTHER INTOXICANTS

Staff members may not be under the influence of drugs, alcohol, or other intoxicants while working. The use of drugs, alcohol, or other intoxicants in the workplace increases the risk for harassment, aggression, and disrespectful behavior.

General rules

We do not allow staff members to report to or remain at work, or otherwise perform work for the Company, while under the influence of drugs (including marijuana), alcohol, or other intoxicants. Employees who are lawfully using prescription or over-the-counter drugs that they believe may impair their ability to safely perform their job should discuss the issue with <_____> before starting or resuming work. Company strictly prohibits the use, possession, or selling of illegal drugs or other intoxicating substances in the workplace. This policy does not prohibit staff members from the lawful use and possession of prescribed medications. Staff members must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and they must promptly disclose any work restrictions to their supervisors.

Workplace events

The use of drugs, alcohol, or other intoxicants is not permitted while working or in the workplace. However, the use of alcohol may be specifically authorized in writing during certain workplace events or functions, such as a wrap party. When alcohol is being served at a workplace event or function, staff members should not drink to intoxication. Company prohibits:

- awarding as a prize or similar incentive alcohol, payment of bar tabs, or coupons for free drinks at any workplace event or function.
- drinking games or other activities which encourage the rapid consumption or the consumption of large amounts of alcohol.
- prohibits the sale or serving of alcohol to anyone under the age of 21.

Employee assistance

Company will assist and support staff members who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other Company policies. As applicable, such staff members will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law.

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