

| | |
|---|------------------------------|
| CITY OF REDMOND | |
| DRUG-FREE WORKPLACE Statement (POSTER) | Number: HR 302 |
| Effective Date: January 1, 1988 Revised: January 12, 1993; January 1, 2006 | Approval: HR Director |

This statement must remain posted on all employee bulletin boards

Statement:

In accordance with the Drug-Free Workplace Act, and Anti-Drug Abuse Act of 1988, the City believes it has an obligation and right to have alert, drug & alcohol free employees on the job in order to continue our efforts in maintaining a safe and healthy working environment.

The unlawful buying, selling, transporting, possession, providing, manufacturing or use of intoxicants or any illegal substance is STRICTLY PROHIBITED in any City facility, work area or City vehicle and WILL NOT BE TOLERATED.

The use of drugs or alcohol at the workplace can affect the morale of other employees as well as increase accidents, theft, and absenteeism. The City has established a Drug and Alcohol Policy & Procedures to protect the physical and psychological well being of all City employees at the workplace and to protect the public. *(Reference: Drug and Alcohol Policy & Procedures HR 303)*

During work hours employees are to be free from any substance, legal or illegal, that can negatively affect job performance or risk the health and safety of themselves, other employees, and the public. Employees are prohibited from reporting to work or working while under the influence of alcohol; employees shall not consume alcohol during their work day, nor shall they consume alcohol eight (8) hours prior to reporting to work. The consumption of any illegal drug or alcohol during lunch and break periods is strictly prohibited.

The legal use of prescription or over-the-counter medication is permitted on the job only if it does not impair an employee's ability to perform their job effectively and safely. An employee must report to their Supervisor if they are utilizing any prescribed or over-the-counter medication that may affect their ability to safely perform their work duties. The name of medication or reason of prescription is not required, only that they are consuming medication that may affect their ability to perform their job safely. The use of prescription or over-the-counter medication is in no way prohibited; however, not reporting the use of medication that may affect the ability to perform work duties in a safe manner may be subject to disciplinary action.

An employee who is convicted of illegal drug activity either on or off the job shall be considered to be in violation of this policy. Any employee who is convicted of any criminal drug statute must notify the Risk Manager within five (5) days of the conviction.

Violation of any part of the Drug and Alcohol Policy and Procedures subjects an employee to discipline up to and including possible termination of employment. Temporary, contractual, or volunteer workers who violate this policy will be immediately terminated from their services to the City and asked to leave the City premises or work area immediately.

Reporting Procedure:

It is critical that any individual who has knowledge or has witnessed a violation of this policy, must report it to their Supervisor or the Risk Manager. A complete investigation will be conducted of such report in order to determine if a violation of this policy has occurred. All individuals involved will be treated with respect and courtesy. Confidentiality will be maintained as far as practical given the report, law, and the investigation procedure.

Retaliation:

Retaliation of any kind directed against an individual who has reported a possible violation, or participated in the investigation process, is absolutely prohibited. Employees who witness retaliation are required to report it to the Risk Manager or their Supervisor immediately.

Employee Assistance:

The City of Redmond strongly encourages any employee with a substance abuse problem to seek professional assistance for counseling or rehabilitation. The Supervisor or Risk Manager can supply a list of sources for such assistance and will be available to assist in the process where appropriate.