

TO: All City of Warren Employees and 37th District Court Employees
FROM: Department of Human Resources
SUBJECT: Official Policy on Drug-Free Workplace

The City of Warren is supportive of all of its employees who provide the excellent services enjoyed by our citizens. In consideration of the fact that we must maintain our status as a "responsible source" for the award of Federal Contracts under the Drug Free Workplace Act, the following is now policy for all employees.

EFFECTIVE IMMEDIATELY. All city workplaces, whether at this or other sites, are declared a drug-free workplace. This means:

EMPLOYEES CANNOT KNOWINGLY ABUSE ANY PRESCRIBED MEDICATION. YOU CANNOT FOR ANY REASON ILLEGALLY MANUFACTURE, DISTRIBUTE, DISPENSE, HAVE POSSESSION OF, OR USE ANY FEDERALLY CONTROLLED SUBSTANCES. SOME CONTROLLED SUBSTANCES ARE:

- ALCOHOL
- DEPRESSANTS (tranquilizers)
- CANNABIS (marijuana, hashish)
- STIMULANTS (cocaine, amphetamines)
- NARCOTICS (heroin, morphine, etc.)
- HALLUCINOGENS (PCP, LSD, "designer drugs", etc.)

This is only a partial list. Personnel can provide a complete list and explanation of Federal controlled substances.

IF YOU VIOLATE THE ABOVE POLICY THE COMPANY HAS THE RIGHT TO TERMINATE YOU FOR THE FIRST OFFENSE.

CONSUMING ALCOHOLIC BEVERAGES WHILE WORKING OR ON ONE'S LUNCH OR BREAKS WILL BE CONSIDERED A VIOLATION OF THIS POLICY

This statement gives the city's policy. Employees have the right to know about the dangers of drug abuse in the workplace, the city's policy about them and about what help is available to help combat drug problems. We will conduct an educational program on the dangers of drug abuse in the workplace. Most important to those with such problems, we want to make you aware of the several kinds of help that are available on a voluntary basis. These include:

- COUNSELING PROGRAM
- EMPLOYEE ASSISTANCE PROGRAM
- MEDICAL INSURANCE BENEFITS FOR SUBSTANCE ABUSE PROGRAMS
- INFORMATION ABOUT COMMUNITY RESOURCES FOR ASSESSMENT AND TREATMENT

We've established such help as part of our commitment to health, safety and well-being of our employees and their families. We encourage you to use it as needed.

In addition, we will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

Should any employee be convicted of violating a criminal drug statute in the workplace, the law requires that he or she notify the company within five days of the conviction (including pleas of guilty or nolo contendere). Failure to do so can subject the employee to disciplinary action, up to and including termination. By law, we must then notify the federal contracting officer of the conviction within 10 days.

On notice of such a conviction the city has the right to discipline the employee or offer participation in an approved rehabilitation or drug abuse assistance program. If such help is offered and accepted the employee must satisfactorily take part in the program to continue employment.

ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE BEEN INFORMED OF THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.

Employees are encouraged to refer any questions on the above policy to their supervisor or the Human Resources Department.

Signature

Date

Revised: JANUARY 1, 2019