

POLICY #A3-8.1

DRUG FREE WORKPLACE POLICY ALL EMPLOYEES

It is the policy of the Town of Wayland to provide a safe and healthy work environment for its employees that is free of illegal drugs and controlled substances. The non-prescriptive use, sale, possession, distribution, dispensing, manufacture or transfer of illegal drugs and/or controlled substances on any Town property is strictly prohibited. Furthermore, the non-prescriptive use, sale, possession, distribution, dispensing, manufacture or transfer of illegal drugs and/or controlled substances on non-working time that impairs an employee's ability to perform his/her duties or adversely affects the general public or reputation or integrity of the Town is also strictly prohibited.

Misuse of drugs interferes with employees' ability to perform productively at work. In addition, misuse of drugs negatively impacts the Town as a whole and can result in a risk to the personal safety of employees, Town residents and the general public. Use of illegal drugs and/or controlled substances in the workplace will not be tolerated. Supervisors are directed to bring all such circumstances to the attention of the Assistant Town Administrator/Human Resources Director.

Employees who violate this policy may be subject to disciplinary action up to and including termination and may be required to participate in a rehabilitation program as a condition of continued employment.

Employees convicted of controlled substance violation under state or federal law, or who plead guilty or nolo contendere to such charges must inform the Assistant Town Administrator/Human Resources Director or the Town Administrator immediately upon conviction or plea.

The Town recognizes that drug dependency is a major health problem, and as such, believes in the treatment and rehabilitation of employees with substance abuse problems. The Town encourages employees to seek treatment for their dependencies. To assist with such problems the Town provides a confidential Employee Assistance Program (EAP) for all employees. Employees can contact the EAP at 1-800-451-1834.

Approved: November 16, 2005