

## **Alcohol, Drug and Tobacco-free Workplace Policy**

### **PURPOSE**

The Stansbury Service Agency is committed to providing a safe and healthy work environment. In accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, the Stansbury Service Agency will maintain a safe and healthy workplace free from the possession, manufacture, use, or distribution of tobacco, vaping/ e-cigarettes, alcohol, and/or illicit drugs. The use of these substances may result in disciplinary action which may include termination.

The Stansbury Service Agency's properties and facilities are smoke free. Staff must also abide by these rules and only smoke, vape or use e-cigarettes in designated areas. Staff may not smoke, vape or use e-cigarettes in any agency vehicle.

Drug and alcohol testing shall be conducted in accordance with Utah Code §34-41-104 by an independent laboratory certified for employment drug and alcohol testing.

Employees required to participate in testing will make themselves available for testing as soon as notified by their supervisor or the General Manager. Employees who fail testing or refuse to submit for a test under this policy will be subject to employment discipline including termination.

### **DRUG TESTING**

- A. Pre-employment drug testing may be required prior to offer of employment.
- B. Testing may also be administered under the following conditions:
  - 1. Random testing for controlled substances and alcohol for employees.
  - 2. Reasonable suspicion testing for controlled substances and alcohol for all employees. This may include, but not limited to:
    - a. Observable symptoms of use or of being under the influence of alcohol or drugs.
    - b. Presence of drug or alcohol paraphernalia.
    - c. Any involvement (even indirectly) in an accident or near-miss that resulted or may have resulted in an employee injury or property damage or loss.
    - d. Reports of drug or alcohol possession, including use and/or distribution.
    - e. Unexplained or suspicious absenteeism or tardiness.
    - f. Unexplained significant deterioration in employee performance or behavior.
    - g. Any behavior or statements that would suggest that drugs or alcohol are present in the body.
    - h. Post-accident or critical incident investigation testing for controlled substances and alcohol for all employees.

Adopted: