

All Utility Support Services: Drug and Alcohol Policy

Policy Statement

At All Utility Support Services, the safety and well-being of our employees and the public are our top priorities. To maintain a safe and productive work environment, the use of drugs and alcohol in the workplace is strictly prohibited. This policy applies to all employees, contractors, and subcontractors working on behalf of the company.

Purpose

The purpose of this policy is to ensure that all employees are free from the influence of drugs and alcohol while performing their duties. The policy aims to protect employees from harm, prevent workplace accidents, and maintain a high standard of professionalism.

Scope

This policy applies to all employees, regardless of their position, including management, field staff, and temporary or contract workers.

Prohibited Conduct

1. **Use of Illegal Drugs:** The use, possession, distribution, or sale of illegal drugs while on company property, in company vehicles, or while performing job duties is strictly prohibited.
2. **Alcohol Use:** Employees are not permitted to consume alcohol or be under the influence of alcohol during work hours, including breaks or while on company property.
3. **Prescription and Over-the-Counter Medications:** Employees are responsible for using prescription and over-the-counter medications responsibly. Any medication that impairs an employee's ability to perform their duties safely should be reported to their supervisor.

Testing and Screening

1. **Random Testing:** Random drug and alcohol testing may be conducted to ensure ongoing compliance with this policy.

2. **Reasonable Suspicion Testing:** If a supervisor has reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee will be required to undergo testing.
3. **Post-Accident Testing:** Employees involved in a workplace accident or incident that results in injury or property damage may be subject to drug and alcohol testing.

Disciplinary Action

Violation of this policy will result in disciplinary action, up to and including termination of employment. Refusal to submit to a drug or alcohol test will be treated as a positive test result.

Confidentiality

All drug and alcohol testing results will be treated with strict confidentiality. Information will only be disclosed to authorized personnel on a need-to-know basis.

Employee Assistance Program (EAP)

All Utility Support Services offers an Employee Assistance Program (EAP) to provide support and resources for employees struggling with substance abuse. Employees are encouraged to seek help voluntarily before issues arise that could impact their work performance or safety.

Policy Review and Acknowledgment

All employees are required to review this policy and acknowledge their understanding and compliance by signing an acknowledgment form.