

STOCKBRIDGE HOUSING AUTHORITY

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

I. PURPOSE

This policy outlines prohibited workplace conduct with respect to controlled substances and alcohol. This policy complies with the Stockbridge Housing Authority's obligations under the Federal Drug-Free Workplace Act, 41 USC 8101, et seq.

II. APPLICATION

This policy applies to all employees of the Stockbridge Housing Authority.

III. POLICY

It is the Policy of the Stockbridge Housing Authority to provide employees with a working environment that is free of the problems associated with the use and abuse of alcohol and controlled substances. The use of controlled substances is inconsistent with the behavior expected of employees and subjects the Stockbridge Housing Authority to unacceptable risk of workplace accidents or other failures that would undermine the Stockbridge Housing Authority's ability to operate effectively and efficiently. Although certain uses of marijuana have been decriminalized in the Commonwealth of Massachusetts, this policy and the following procedures apply to marijuana use.

IV. PROCEDURES

- A. The following is prohibited:
 - a. The non-prescriptive use, sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances, marijuana, or alcohol.
 - b. On-the-job consumption of controlled substances, marijuana, or alcohol, whether on Stockbridge Housing Authority property or at any other worksite where employees may be assigned, or elsewhere during work hours.
 - c. The non-prescriptive use, sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances, marijuana, or alcohol on non-working time, to the extent that such use: (i) impairs an employee's ability to perform his/her job; (ii) adversely impacts the safety of the employee or others; (iii) or affects the reputation of the Stockbridge Housing Authority to the general public or otherwise threatens its integrity.
- B. Employees who are convicted of substance-related violations under state or federal law in the workplace, including alcohol or marijuana-related violations, or who plead guilty or *nolo contendere* to such charges, must inform the Executive Director within five (5) days of such conviction or plea. In the case of the Executive Director, he/she must inform the Chairman of the Board of Commissioners.
- C. Employees who are convicted or who plead guilty or *nolo contendere* to such drug-related violations, or are found to have consumed or be impaired by controlled substances, marijuana or alcohol while on duty, may be required to successfully complete a substance abuse or similar program as a condition of continued employment or re-employment with the Stockbridge Housing Authority.

Approved by the Stockbridge Housing Authority Board of Commissioners on June 6, 2017.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

This acknowledges that I have received and reviewed the Stockbridge Housing Authority's Drug and Alcohol-Free Workplace Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications.

I understand that the unlawful manufacture, distribution, dispensation, possession, impairment, or use of a controlled substance, marijuana, or alcohol is prohibited on any property of the Stockbridge Housing Authority, or while performing official duties for the Stockbridge Housing Authority, and violation of this Policy can subject me to disciplinary action, up to and including termination. I further understand that as a condition of employment, I must abide by the terms of this Policy and will notify my employer of any controlled substance, drug, marijuana, or alcohol-related conviction for a violation occurring in the workplace no later than five days after such conviction.

I recognize that the law and associated Policy regarding drugs and alcohol in the workplace are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

(A signed, dated copy kept in the employee's personnel file, and a copy will be given to the employee.)