



DRUG AND ALCOHOL POLICY

The Town is committed to providing a safe work environment that is free from the effects of drugs and alcohol.

Drug and alcohol use in the workplace can create health, safety, and security issues for our employees, citizens, and visitors. The Town is committed to providing a safe work environment that is free from the effects of drugs and alcohol. Toward that end, the following are prohibited:

- Reporting to work or otherwise working under the influence of drugs or alcohol, or under the influence of legal drugs that may impair your ability to perform your job functions safely;
- Reporting to work in a condition that is not fit for work. In addition to being under the influence as mentioned above, other indications of a lack of fitness for duty are smelling of alcohol, appearing to be hung over, or otherwise appearing or being unable to effectively interact with citizens, visitors, and co-workers and work safely and properly without impairment;
- The manufacture, distribution, sale, dispensation, possession, storage, or use of a controlled substance, unauthorized prescription drug, or drug paraphernalia at any time on Town premises, on Town business, or during working hours;
- Use, possession, storage, manufacture, distribution, dispensation, or sale of alcohol at any time while on Town premises, on Town business, or during work hours;
- Failing to submit to a required fitness for duty exam.

The Town also maintains the following reporting requirements:

- Any employee who is taking medication that may impair their ability to safely perform job functions must, inform their supervisor immediately, and must not perform any work until authorized to do so by the Town Selectboard.

- If an employee observes another employee exhibiting behavior that may be indicative of impairment by drug or alcohol use, they should immediately report the behavior to the appropriate authority. The immediate supervisor of the employee or Selectboard.
- If any employee is involved in drug misconduct (including the use or possession of illegal drugs or unauthorized prescription drugs) on Town premises or while working for the Town, the Town reserves the right to report the incident to law enforcement authorities.

Employees who use their CDL to perform their responsibilities for the Town will be subject to pre-employment drug testing and random testing thereafter, consistent with state and federal law.

Town of Freedom Fire Department members will be required to sign the Fire Department's Drug and Alcohol Policy separate from this document. All acknowledged and signed policy forms will be kept on file with the town.

Violations of this Policy:

Employees must abide by the terms of this policy as a condition of employment. Violations of this policy will result in disciplinary action, including termination of employment, and may also have legal consequences.

By signing the field below, you acknowledge that you have received and reviewed this policy.

Employee



Printed Name _____ Signature _____

Date _____

Witnessed By

Printed Name _____ Signature _____

Date _____

Action	Date	Signatories
Proposed	AUG 6, 2023	Laura Cheely 
Adopted	NOV. 13, 2023	Laura Cheely 
Revised		