

Section/Number: Alcohol Moderation 01	Approval Date: (DD/MM/YY)
Subject: Prohibited Use of Drugs and Alcohol and treatment for employees.	Amendment Dates:
<p>Policy</p> <p>The <u>Community Government Name</u> does not permit the use of alcohol or non-prescribed drugs during working hours and will take appropriate action if performance is impaired by the use of alcohol and/or drugs outside of the workplace.</p> <p>It is essential that the <u>Community Government Name</u> understand addiction, the prevalence of substance abuse among working adults, and the costs related to substance abuse. Substance abuse is treatable, particularly when it is addressed as a chronic disease. Reducing employee substance abuse can help employers improve productivity, reduce workplace injuries, and decrease health care costs.</p> <p>Therefore, the Community Government Name will support the treatment and return to work for employees that are receiving treatment for alcohol or non-prescribed drugs.</p>	
<p>Definitions</p> <p>Non-prescribed drugs include any drug that is not specifically prescribed by an authorized medical practitioner.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees who are proven to have used alcohol or non-prescription drugs during working hours will be subject to Corrective Action up to and including dismissal. 2. Employees whose performance is affected by the use of alcohol or drugs outside of the workplace will be subject to Corrective Action up to and including dismissal. 3. Employees may be given the opportunity to enter an in-patient alcohol and drug treatment program either through the use of annual leave, time-in-lieu and/or leave without pay. 4. Employees who complete an in-patient alcohol and drug treatment program and remain alcohol and drug free for a period of thirty (30) days following the program will be eligible to return to work and/or for rehire. 	

Attachments
NWTAC Policy HR – Prohibited Use of Drugs and Alcohol
References: