

# Town of Freetown

## Board of Selectmen



## Drug-Free Work Place Policy

**Adopted: February 22, 1994**  
**Last Revised May 9, 2011**  
**Supersedes Previous Policies**

**Board of Selectmen**  
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**DRUG-FREE WORKPLACE POLICY**  
**TOWN of FREETOWN**

The Town of Freetown is instituting this policy for a drug-free workplace to ensure that any employee who is in need of assistance will be provided with it.

This Drug Free Work Place Work Policy is intended to meet the requirements as set forth in the Federal Drug-Free Workplace Act of 1988.

The Town recognizes the importance of maintaining a safe, efficient, and healthful workplace, as well as the Town's responsibility to provide assistance to its employees, to the extent possible.

Drug addiction and alcoholism are illnesses, and the Town firmly believes that those suffering from these diseases need treatment, not punishment.

At the same time, it recognizes that drug and alcohol use can pose serious risks to an individual's health and safety, and further, can have a serious detrimental impact on co-workers.

THE TOWN OF FREETOWN PROHIBITS the use, consumption, sale, purchase, transfer, manufacture, or possession of any illegal or non-prescribed drug by an employee during working hours, while representing the Town, while on the premises, or at any affiliated agency.

"Illegal drugs" are defined for the purposes of this policy as any drug that is either not legally obtainable or is legally obtainable, but has not been legally obtained. The term includes prescribed drugs not legally obtained, prescribed drugs being used by a person other than the prescription holder, and marijuana.

Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not affect the employee's work ability, job performance, or the safety of others in the workplace.

The policy does not apply if the illegal drug is prescribed or authorized for the employee using or possessing it by a medical practitioner while acting in the course of his/her profession practice and such illegal drug used by the employee at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee's duties.

Any employee seeking drug or alcohol assistance may meet on a confidential basis with his/her supervisor or Personnel Board to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential by the management representative.

An employee's decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceedings.

VIOLATION OF THE DRUG-FREE WORKPLACE POLICY can result in disciplinary action, up to and including termination.

Town of Freetown – Drug-Free Workplace Policy

Employees shall notify the Board of Selectmen of any criminal conviction for a drug violation occurring in the workplace no later than five days after such conviction. The Town will, in turn, notify any relevant funding agency within ten days after receiving notice of any conviction of an employee for a workplace drug violation.

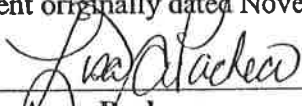
The Town shall, within thirty days of receiving notice of the criminal conviction of an employee for workplace drug violation, either take appropriate action against the employee, or refer the employee to a rehabilitation program in which satisfactory participation by the employee will be required.

ALL TOWN OF FREETOWN EMPLOYEES are required to abide by this policy as a condition of their continued employment with the Town.

Any employee who is knowingly permitting the violation of this policy shall risk immediate disciplinary action.

This policy supplements the Personnel By-Laws of the Town of Freetown and the Drug Free Workplace Statement originally dated November 12, 1991.

Approved: \_\_\_\_\_

  
Lisa Anne Pacheco

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Jean C. Fox

  
Paul G. Sadeck

Adopted by the Board of Selectmen on February 22, 1994  
Reaffirmed by the Board of Selectmen on May 9, 2011

