

## **SUBSTANCE ABUSE “NO TOLERANCE” POLICY**

### **PURPOSE:**

The purpose of this policy is to set forth guidelines for all Columbia County Rural Library District employees to address substance abuse and its impact on the workplace.

### **POLICY:**

In order to ensure and maintain a drug free workplace, Columbia County Rural Library District hereby prohibits and does not tolerate the possession or use of alcohol or illegal drugs at any time when an employee is scheduled to be at work, anywhere within Columbia County Rural Library District facilities or its properties, or in a vehicle (personal or county-owned) that is being used by an employee during work related hours or going to library related functions.

Columbia County Rural Library District prohibits employees from the unlawful manufacturing, possession, distribution, dispensing, and/or use of alcohol or controlled or illegal substances, including precursor substances defined by RCW 69.50.101 and prohibited drug paraphernalia defined by RCW 69.50.102 during work or on Columbia County Rural Library District’s facilities, properties, or in its vehicles. Employees shall not be impaired, due to drug or alcohol use, from performing expressly stated job duties during assigned working hours. Violators may be subject to immediate disciplinary action, as outlined in Administrative Rules, including but not limited to termination. Any sale of illegal drugs during work or on the employer’s premises, facilities, or in organization vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action including, but not limited to, termination.

Any employee who is using prescription drugs that may have adverse side effects shall inform their supervisor or director as soon as possible. Employees are further responsible for disclosing the possible side effects of the drug on work safety or performance and the expected duration of its use.

### **HISTORY**

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Adopted September 24, 2009