



## **The LEWES PUBLIC LIBRARY, INC.**

### **Drug-Free Workplace Policy**

#### **Purpose and Goal**

**The Lewes Public Library** is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

The LPL encourages employees to voluntarily seek help with drug and alcohol problems.

#### **Covered Workers**

Any individual who conducts business for the library or is conducting business on the library's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, contractors, volunteers and interns.

#### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the library. Therefore, this policy applies during all working hours, whenever conducting business or representing the library, while on library property and at LPL-sponsored events.

#### **Prohibited Behavior**

Our policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of any illegal drugs in the workplace.

#### **Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the LPL in writing within five calendar days of the conviction. The LPL will take appropriate action within 30 days of notification. Federal and State contracting agencies will be notified when appropriate.

#### **Consequences**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

#### **Assistance**

**The Lewes Public Library** recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan.

However, the ultimate financial responsibility for recommended treatment belongs to the employee.

### **Confidentiality**

All information received by the library through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

It is required that all employees not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the LPL's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

### **Communication**

Communicating our drug-free workplace policy to both management and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- All employees will receive an update of the policy annually with their paychecks.
- Posters or brochures will be available at all locations.

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