



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

TO: All Employees

DATE: _____

RE: DRUG-FREE WORKPLACE POLICY

The Town of Wareham seeks to ensure a safe, healthy and productive work environment for all employees. Evidence clearly indicates that illegal drug use by employee's results in low productivity, high absenteeism, excessive use of medical benefits and a risk to their own safety as well as that of their co-workers. In a good faith effort to comply with the federal Drug-Free Workplace Act of 1988, the Town wants to emphasize its policy against the illegal use of drugs on Town premises. It is prohibited for any employee of the Town to unlawfully manufacture, distribute, dispense, possess or use controlled substances at the workplace.

The Town has taken steps to combat the dangers posed by illegal drugs. Through the governor's Alliance on Drugs, their health plan providers and the Employee Assistance Program, employees can receive information on the dangers of illegal drugs as well as confidential counseling to assist employees in dealing with the problems associated with the use of illegal drugs.

In further effort to safeguard its employees, the Town policy calls for disciplinary action, up to and including termination in instances where employees are found to have engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. In compliance with the Drug-Free Workplace Act of 1988, all employees are required to adhere to the provisions and requirements contained in this letter. In addition, all employees are required to notify the Town Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. Any employee convicted of a drug offense for a violation which occurred in the workplace may be required to participate in a drug rehabilitation program or be subject to termination.

If you have any further questions please contact Barbara Marcosa at extension 3126.

I have read and understand this policy.

Employee Signature

Date