

## **DRUG FREE WORKPLACE POLICY STATEMENT**

Kenosha County recognizes that the use of illegal drugs and/or alcohol can have a significant impact on the workplace in terms of safety, worker's compensation claims, sick pay benefits, absenteeism and productivity. Kenosha County also recognizes the legal duty to protect the safety of its employees from those employees who use or are impaired by drugs and/or alcohol on the job. Moreover, Kenosha County is also concerned about the health and well being of those employees who use illegal drugs and/or abuse alcohol.

Therefore, it is Kenosha County's policy that employee use, possession or sale of illegal drugs at any time, and, on the job use or impairment by alcohol is prohibited. Kenosha County will subject its employees to drug and/or alcohol testing as set forth in our Drug and Alcohol Abuse Policy.

The County's substance abuse program includes several components to support its efforts to remain drug and alcohol free:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on County premises, or while conducting County business off County premises, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Kenosha County recognizes drug dependency as an illness and a major health problem. Kenosha County also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek treatment as provided for under the health insurance benefit plan and under the terms of the Drug and Alcohol Abuse Policy. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of the Drug and Alcohol Abuse Policy and report any conviction under a criminal drug statute for violations occurring on or off County premises while conducting County business. A report of a conviction must be disclosed to the County within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

This is not a new policy, but a summary of that which is contained in the Kenosha County Unified Work Rules and the Drug and Alcohol Abuse Policy. We intend to continue our efforts to ensure a drug-free workplace for our employees.