

**TOWN OF SOUTHBOROUGH**  
**DRUG-FREE WORKPLACE POLICY**  
**06-02**

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**I. PURPOSE AND SCOPE**

To provide a drug-free workplace for all of Town of Southborough employees in accordance with provisions of the United States Drug-Free Workplace Act of 1988 (PL 100-690; 41 U.S.C.S. 701-707).

**II. POLICY**

- A. The Town, as a federal Grant recipient, hereby notifies every employee that the manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited when in the employ of the Town.
- C. The possession or use of Alcohol while at work or the reporting for work under the influence or affect of alcohol is prohibited.
- D. Violation of this policy may result in a disciplinary action, up to and including discharge.
- E. The purpose of establishing a drug-free work place is to inform Town employees about:
  - (a) the serious danger of drug abuse in the workplace;
  - (b) the Town's policy of maintaining a drug-free workplace;
  - (c) the availability of drug counseling, rehabilitation, and employee assistance programs; and
  - (d) the consequences of employee drug use in the workplace (see Paragraph C, above).
- F. The Town establishes, as a condition of employment, that each employee must abide by the drug-free workplace policy; and that each employee must notify his or her supervisory within five days (5) of any conviction for violation of any federal or state criminal drug law occurring in the workplace. The department head should then bring the matter to the attention of the Town Administrator

- G. The Town shall notify the appropriate federal agency within ten (10) days of receiving notice of a violation of statute and shall have up to thirty (30) days, from the time of notification by the employee of a conviction for a workplace offense, to take appropriate personnel action up to and including discharge.
- H. The Town may require any employee who violates this policy to participate in an approved drug abuse assistance rehabilitation program.
- I. All employees will be given a copy of this policy to retain and review.
- J. The Town will make a good faith effort to maintain a drug-free workplace through implementation of this policy statement.
- K. Employees having any questions in regard to this policy are invited to contact the Assistant Town Administrator to discuss their concerns.
- L. This policy is effective as of December 5, 2006

## **ACKNOWLEDGMENT OF RECEIPT OF POLICY**

I acknowledge receipt of this Alcohol and Drug-Free Workplace Policy from the Town of Southborough and that I have read its contents.

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Employee

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Witness

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Date