

## Drug and Alcohol Free Workplace

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**Policy**

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The State of North Carolina is committed to protecting the health, safety and welfare of its employees and the public that it serves. Alcohol abuse and drug use pose a significant threat to these goals. The Office of State Human Resources has established a statewide Drug and Alcohol Free Workplace policy that balances respect for individuals' privacy with the need to maintain an alcohol and drug-free environment.

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**Purpose**

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It is the purpose of this policy to ensure state employees have the right to a workplace that is safe and free of alcohol and controlled substances and to meet the requirements of all applicable laws and regulations.

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**Employees Covered**

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This policy applies to any individual who is employed by the State of North Carolina.

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**Prohibited Behavior**

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It shall be a condition of employment that each employee become familiar with and abide by the provisions and procedures of this policy. Employees are expected to report to their worksite prepared to perform their required duties and assignments. An employee who reports to work under the influence of alcohol or illegal drugs, or who manufactures, uses, dispenses, purchases, sales, possesses or distributes alcohol or illegal drugs in the workplace shall be subject to discipline, up to and including dismissal. This may include a referral to local law enforcement, if appropriate.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job duties. If the use of a medication could compromise employee performance or the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify their supervisor and use appropriate leave in order to avoid unsafe workplace practices.

## Drug and Alcohol Free Workplace (continued)

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The illegal or unauthorized use of prescription drugs is prohibited in the workplace. It is a violation of this policy to intentionally misuse and/or abuse prescription medications while at work or when representing or conducting business for the State of North Carolina.

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### Failure of Employees to Comply with Policy

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Failure of an employee to comply with this policy may result in disciplinary action up to and including dismissal. Management must consider the following factors for disciplinary actions:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense or conduct; and
- The nature of the job held.

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### Employee Assistance

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The Drug and Alcohol Free Workplace policy encourages employees to voluntarily seek help with alcohol and/or drug problems. The State of North Carolina recognizes that issues with alcohol and drug abuse and addiction are treatable. We also recognize that early intervention and support improves the success of rehabilitation. This 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.
- Offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

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### Responsibilities

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#### Employee Responsibilities

Each employee shall:

1. Adhere to the provisions of the Drug and Alcohol Free Workplace policy, including all notification provisions;
2. Report to their worksite prepared to perform their required duties without being under the influence of alcohol or illegal drugs;
3. Seek help with alcohol and/or drug problems when necessary.

#### Agency Responsibilities

Each Agency Head, Department Head and University Chancellor shall:

1. Adhere to the Drug and Alcohol Free Workplace policy that has been adopted by the State Human Resources Commission;
2. Inform employees of the Drug and Alcohol Free Workplace policy;
3. Refer or encourage employees impacted by drugs and alcohol to utilize the services offered by the Employee Assistance Program;
4. Clearly state consequences of policy violations to employees;
5. Establish procedures to conduct drug and alcohol testing; and

## Drug and Alcohol Free Workplace (continued)

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6. Establish procedures related to notification to management by employees arrested, charged or convicted of a criminal drug or alcohol violation.

### **Office of State Human Resources Responsibilities**

The Office of State Human Resources (OSHR) shall:

1. Coordinate the implementation of a Statewide Drug and Alcohol Free Workplace policy;  
and
2. Provide technical assistance, oversight, and support for the policy.