

## **Springfield Area Transit, Co. Drug-Free Workplace Policy**

The Drug Free Workplace Act requires certain agencies to take specific and affirmative steps to ensure a drug free workplace. The Springfield Area Transit continuously strives to comply with the requirements of this Act. SATCO's policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on SATCO property or in SATCO vehicles, requires that employees 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, and to minimize risks to our employees and to the public. Therefore, employees are prohibited from the following when reporting to work, while on the job, on SATCO or customer premises or surrounding areas, or in any SATCO vehicle or personal vehicle used for company business:

- the unlawful use, possession, transportation, manufacture, sale, or other distribution of an illegal or controlled substance or drug paraphernalia
- the unauthorized use, possession, transportation, manufacture, sale or other distribution of alcohol
- being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine

Note: The term "controlled substance," as used in this policy, means a drug or other substance as defined in applicable federal laws on drug abuse prevention.

Employees must abide by the terms of this policy as a condition of employment. Any employee who violates any of these prohibitions will be subject to disciplinary action up to and including termination.

Use of alcohol or other drugs before, during or after work may affect you performance on the job. Poor job performance, regardless of the cause, may lead to discipline, and ultimately, termination. Any employee convicted under any criminal drug statue for a violation occurring while on the job, on SATCO or customer premises, or in any SATCO vehicle must notify his/her manager, or SATCO's Human Resources Department no later than five days after such conviction.

SATCO recognizes that employees suffering from alcoholism and controlled substance dependence can often be successfully treated. SATCO encourages any employee with an alcohol or controlled substance dependency problem to voluntarily enter a controlled substance or alcohol rehabilitation program prior to any violation of this policy, and offers assistance through the Employee Assistance Program. However, where a violation of this policy has occurred, an employee's subsequent request to submit to a controlled substance or alcohol rehabilitation program will not prevent SATCO from taking appropriate disciplinary action.