

POLICY 9-2024

POSSESSION OR USE OF DRUGS AND ALCOHOL

Purpose: This policy specifies Mesquite Works policy for employees and volunteers on drug and alcohol use.

Prohibition: Mesquite Works will not tolerate possession, sale, consumption, or being under the influence of alcoholic beverages or illegal drugs by employees while on organizational premises, during working hours outside the office, while on business, or in an Mesquite Works vehicle. Any employee found possessing, selling, consuming, or being under the influence of alcoholic beverages or illegal drugs while on agency premises, while on agency business, in an agency vehicle, or during working hours will be subject to corrective action, up to and including termination.

In no event may any underage individual consume alcohol at any Mesquite Works or STEAM Center event, and all personnel are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol), and to take safety precautions including arranging for a designated sober driver.

Exceptions:

1. Occasional exceptions to this policy against consumption of alcoholic beverages may be made at Mesquite Works sole discretion for small quantities of such beverages reasonable under the circumstances, usually wine or beer, which may be available at events. At such parties and events, all personnel are expected to exercise good judgment and moderation.
2. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work while under the influence of such prescription or over-the-counter drugs.

Workplace Inspections:

Mesquite Works asserts the ability to search and inspect all work locations and any items brought by an employee onto work premises to enforce this policy or as otherwise deemed necessary.

Approved Date: August 14, 2024

Judith Sargent, Secretary

