

**Marshfield Clinic Drug and Alcohol Use – Drug Free Workplace**

The Clinic is committed to establishing and maintaining a drug-free workplace that is safe for employees and is conducive to high work standards.

While on Marshfield Clinic premises and while conducting business-related activities off Marshfield Clinic premises, no employee may use, possess, distribute, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Marshfield Clinic has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. The Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction.

It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, or behavior has led to performance or other problems. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including immediate termination of employment.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request time off to participate in a rehabilitation or treatment program. Involvement in a rehabilitation or treatment program does not remove the responsibility of following Clinic policy on use of alcohol and drugs.

Under the Drug-Free Workplace Act of 1988, an employee who performs work for a government contract or grant must notify Marshfield Clinic of a criminal conviction for drug-related activity occurring in the work place. The report must be made within 5 days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their manager or the Director of Human Resources without fear of reprisal.

I understand and agree to the above policy. I understand that I cannot consume alcohol while in attendance at any Marshfield Clinic AmeriCorps sponsored or supported event or activity.

Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_