

DRUG -FREE WORKPLACE/PROHIBITED SUBSTANCES

Adopted: 06/12/2024

Purpose

SADO is committed to ensuring a safe, healthy, and productive work environment for all employees. Employees should report to work fit for duty and free of any adverse effects from drugs and alcohol. SADO prohibits the use of, or impairment by, drugs and alcohol in the workplace in accordance with this policy.

Federal law requires federal grantees and contractors to abide by the requirements of the Drug-Free Workplace Act of 1988 and pertinent regulations. As a recipient of federal grants, SADO certifies that it will maintain a drug-free workplace.

Policy

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all SADO workplaces, including when operating a vehicle owned or leased by SADO or the State of Michigan.
2. Smoking, including marijuana and e-cigarettes, is not allowed in workplaces or vehicles owned, rented, or leased by SADO [Executive Order 1992-3(2)(a) and (f)].
3. Working while impaired by alcohol, illegal drugs, controlled substances, including marijuana or cannabis derived substances, or medication used in a manner other than prescribed or as directed is not allowed.
 - Employees who are lawfully taking prescription or nonprescription drugs must only notify Human Resources and their supervisor if it impairs their ability to work.
 - Employees may consume alcohol in moderation at authorized events only when work is not being conducted. Typical examples of authorized events include holiday parties, celebrations of major accomplishments, and office picnics. SADO trusts and expects that employees who consume alcohol at an authorized event will do so responsibly.
4. An employee must notify Human Resources whenever they are convicted of a criminal drug statute violation occurring in the workplace no later than 5 days after such conviction.

Enforcement

When a manager suspects an employee may be in violation of this policy, the manager must immediately complete the Reasonable Suspicion Checklist and contact a second manager to witness and observe the employee's behavior and complete a separate Reasonable Suspicion Checklist.

After completing the Reasonable Suspicion Checklist, if the manager and witness believe the employee may be in violation of the policy, they must immediately inform the employee privately.

During the private meeting, the manager will ask the employee to explain the observed behaviors. After consulting with the employee, if the manager and witness believe the employee is in violation of this policy, the employee will be subject to disciplinary action up to and including discharge.

Employee Assistance

Employees are always encouraged to take advantage of programs designed to address these issues, such as:

- Drug counseling and rehabilitation services available through health insurance programs administered for state employees.
- Employee Service Program, <https://www.michigan.gov/mdcs/employee-service-prog>.
- For members of the State Bar of Michigan, the Lawyers and Judges Assistance Program.