



Policy

**Policy #
POL635**

Title

Substance Abuse

Section

Human Resources

Approved Date

April 16, 2013

Revised

Associated Documents: NA

Policy Intent

STEO is committed to providing a safe, drug and alcohol-free workplace. As such, STEO will not tolerate the abuse of controlled substances by any employee.

Policy Statement

The employees of STEO are our most valuable resource and for that reason, their health and safety are of paramount concern. STEO will not tolerate any drug or alcohol use which imperils the health and well-being of its employees or clients, or which threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the expectations of character that STEO holds for all of its employees.

STEO is a drug and alcohol-free workplace. As such, the use of non-prescribed drugs or alcohol during work hours is strictly prohibited. STEO prides itself on providing a safe working environment for all of its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their coworkers. To help ensure a safe, healthy workplace, STEO reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises. STEO also prohibits any employee from reporting to work, or working with any measurable level of illegal drugs, alcohol, or other controlled substance which might affect the employee's ability to work safely.

Substance Dependency

- STEO understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease. STEO promotes the early diagnosis of this disease, and encourages employees with a dependency on alcohol or drugs to pursue medical, and/or psychological treatment to become successfully cured of this disease.
- Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.
- Violations of this policy may be subject to disciplinary action(s).