

# ***SWANSEA HOUSING AUTHORITY***

## **EMPLOYEE DRUG AND ALCOHOL POLICY**

1. The illegal use, sale, manufacture, distribution or possession of a controlled substance by any employee while on Swansea Housing Authority property, or while acting in the Authority's capacity, or reporting for work under the influence of a controlled substance is **STRICTLY PROHIBITED**.
2. Such activities are prohibited by law, adversely affect the employee's safety, health and job performance, constitute a potential danger to the health, safety, security and welfare of other employees, tenants and guests, and may expose the Swansea Housing Authority to the risk of property damage or other liability.
3. Employees officially charged with a criminal drug offense (regardless of location, day or time) are also in violation of this policy.
4. The use, sale, manufacture, distribution or possession of alcoholic beverages by any employee while on Swansea Housing Authority property, or while acting in the Authority's capacity, or reporting for work under the influence of, or impaired by alcohol, is **STRICTLY PROHIBITED**.
5. Employees who take legally prescribed and/or over the counter medications must be able to perform job requirements in a safe and efficient manner. When such medications adversely affect job performance, employees must use accrued sick or vacation leave until they are able to perform their job responsibilities as required.

**VIOLATIONS OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.** When necessary, the Swansea Housing Authority will bring the matter to the attention of appropriate law enforcement authorities.