



# WELCOME TO OUR DRUG- AND ALCOHOL-FREE WORKPLACE



- The possession, use, distribution, or dispensing of alcohol; the reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether the alcohol was consumed at work or away from work, are all prohibited in the workplace.
- The unlawful possession, use, manufacture, distribution, or dispensing of a controlled substance or illegal drug; the reporting to work under the influence of a controlled substance or illegal drug; having an illegal drug in the body system; or possession of drug paraphernalia are all prohibited in the workplace.

The provisions of this policy apply to all employees of West Virginia Executive agencies, or any affiliated political subdivision, including executive, administrative, classified, non-classified, exempt, volunteer and temporary employees, and employees of county health departments affiliated with the West Virginia Division of Personnel, as well as vendors/independent contractors.

**We promote** the use of the **Employee Referral Program** to any employee who seeks professional assistance for substance abuse.

**We do not discriminate against** any employee who voluntarily seeks help.

**We honor** the confidentiality of all requests for assistance.

Contact your supervisor or human resources office to inquire about employee referral services offered by your agency. You may also obtain information on the State of West Virginia's Employee Referral Program by contacting the Division of Personnel at 304-558-3950, extension 57209, or by visiting the web site at [www.state.wv.us/admin/personnel/classes/erp/refbook.pdf](http://www.state.wv.us/admin/personnel/classes/erp/refbook.pdf).

## **POLICY AND POSTERS AVAILABLE**

[www.personnel.wv.gov/rules/policies/Pages/default.aspx](http://www.personnel.wv.gov/rules/policies/Pages/default.aspx)

Call 304-558-3950, extension 57209, to request that forms be emailed to you

**JOIN US IN KEEPING OUR WORKPLACE FREE OF DRUGS AND ALCOHOL**