



**PACIFIC NORTHWEST  
POLLUTION PREVENTION  
RESOURCE CENTER**

DRUG AND ALCOHOL POLICY

2014

**Approved by the Board of Directors  
June 5, 2014**

## **Article IX: Drug and Alcohol Policy**

### **A. Drug-Free Workplace Policy**

PPRC is committed to providing a drug-free workplace for all its employees and to complying with the Drug-Free Workplace Act. All PPRC employees should be aware that the unlawful manufacture, distribution, dispensing, possession, or being under the influence of an unlawful use of a controlled substance at the PPRC workplace is prohibited. Violation of this policy is considered gross misconduct.

Working under the influence of alcohol is also prohibited. PPRC recognizes that there may be times when customer relations require attending social functions where alcohol may be present. There may also be times when company celebrations or events include alcohol. However, employees are expected to use good judgment and responsible behavior when participating in these events and to represent PPRC in a professional manner. Misuse of alcohol may result in disciplinary action up to and including termination. Employees should never drive under the influence of alcohol.

### **B. Employee Notice**

To this end, PPRC hereby notifies all PPRC employees that:

- It is dangerous to abuse drugs or alcohol.
- It is PPRC's policy to maintain a drug-free workplace.
- PPRC employees may receive drug counseling and rehabilitation through programs available through the City of Seattle, City of Portland, or other appropriate venue.
- All employees are required to sign a statement that indicates their support for PPRC's Drug-Free Workplace Policy.