

## ALCOHOL AND DRUG ABUSE POLICY

We, the Town of West Windsor, Vermont, value our employees and drivers and recognize each person's need for a safe and healthy work environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism, resulting in the potential for increased accidents, costs, and risks to the Town of West Windsor.

We are committed to maintaining a safe workplace for our drivers and other users of the highways that is free from illegal drug use and the misuse of alcohol.

We, Town of West Windsor, will comply with the requirements for testing of the U.S. Department of Transportation and other Federal and State laws and regulations. We therefore forbid the unlawful use of possession of alcohol and controlled substances.

The violation of this policy or regulations and laws may result in severe disciplinary action, up to and including termination, at our sole discretion.

**Disciplinary Action for an Alcohol Test for 0.04 Blood Alcohol Concentration or Greater or a Positive Drug Test:**

An employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

The following disciplinary action will be taken for violations of this policy discovered during post-accident, reasonable suspicion and random testing. The measure of disciplinary action taken shall in all cases be properly and reasonably related to the severity of the offense.

**1. FIRST OFFENSE:**

A minimum of one (1) week unpaid suspension and a letter of reprimand in personnel file or other disciplinary action, up to and including termination if test results are positive.

**2. SECOND OFFENSE:**

A minimum of two (2) weeks unpaid suspension and a letter of reprimand in personnel file, or other disciplinary action, up to and including termination if test results are positive.

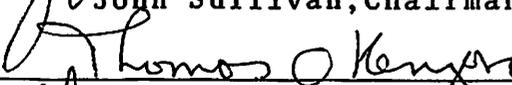
**3. THIRD OFFENSE:**

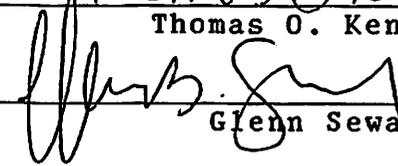
Termination.

This policy adopted and Dated at West Windsor this 20<sup>th</sup> day of December 1995.

Selectmen of West Windsor, Vermont

  
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John Sullivan, Chairman

  
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Thomas O. Kenyon

  
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Glenn Seward

PERSON IDENTIFIED TO ANSWER QUESTIONS

As part of our continuing policy to ensure fair and equal treatment of our drivers, we understand that there may be questions and concerns involving our controlled substance and alcohol testing policies and programs. To assist you in understanding the requirements placed on both you, the driver, and us, the employer Town of West Windsor we have designated Cathy Archibald to answer your questions regarding the alcohol and drug testing program.

Please call 802-484-7212 or VLCT-PACIF at 800-649-7915 and ask for the Loss Prevention Department.