

## CONDUCT POLICY RE: ALCOHOL

The County of Cass recognizes alcohol abuse as a potential health, safety, and security problem. Employees dealing with such problems are encouraged to participate in programs at Woodlands Behavioral Healthcare Network. Cass County is committed to provide an alcohol-free work environment for all its employees. Violations of this policy will result in disciplinary action, up to and including termination of employment and may have legal consequences.

Cass County will provide alcohol awareness program every two years to inform its employees about:

- (a) The dangers of alcohol abuse in the workplace;
- (b) this policy;
- (c) any available employee assistance programs; and
- (d) the penalties that may be imposed upon employees for alcohol violations occurring in the workplace.

Employees shall not consume intoxicants during a regular workday.

Employees shall not consume intoxicants while in uniform or when in possession of a County vehicle.

Personnel shall not bring into or keep any intoxicating liquor in the workplace.

Personnel shall not report for work within eight hours of consuming alcohol or with the smell of alcohol or intoxicants upon their breath or person.

In recognition of the desirability of consistent and equitable treatment for all employees, this policy has been formulated and adopted by the Board of Commissioners and the undersigned Elected Officials as the official Cass County Conduct Policy Re: Alcohol. This policy does not apply to the Sheriff's Office employees, but Sheriff's Conduct Policy applies to those employees.

**Adopted: September 9, 1999**

**Amended: March 6, 2003**