

DRUG-FREE WORKPLACE STATEMENT

The purpose of the Workplace Program is to set forth objectives, policies, procedures and implementation guidelines to achieve a workplace free of alcohol and illegal drugs consistent with the Drug-Free Workplace Act of 1988 (Public Law 100-690). The Pyramid Lake Paiute Tribe is concerned with the well-being of its employees, the successful accomplishment of its operations, and the need to maintain employee productivity. The abuse of alcohol and use of illegal drugs is inconsistent with the law-abiding behavior expected of the Tribe's employees. Employees who abuse alcohol or use illegal drugs tend to be less productive, less reliable, and prove to be more prone to greater absenteeism than their fellow employees who do not do so. The abuse of alcohol and use of illegal drugs by tribal employees also can pose a health and safety threat to customers and other tribal employees. The Tribe's goal is to establish and maintain a work environment that is free from the effects of alcohol and illegal drugs or abused prescription drugs.

The Tribe recognizes that a successful approach to the problems attendant to alcohol or illegal drug use requires an interaction of education, assistance, deterrents, and discipline. The Tribe will respect employee's personal dignity and privacy in reaching its drug-free workplace goal, consistent with legal, safety and security considerations. The "work environment" is considered to be all of the Tribe's facilities, any and all customer facilities and job sites, and any location where an employee represents this Tribe, including over-the-road travel in the Tribe's owned or rented vehicles and circumstances where the employee is being reimbursed for expenses. While the Tribe has no intention of intruding into the private lives of its employees, it does expect employees to report for work in a condition to fully perform their duties and to refrain from the abuse of alcohol or use of illegal drugs while on duty.

The following rules of conduct apply to all employees. Violation of these rules subjects employees to disciplinary action, up to and including discharge.

1. The unlawful manufacture, distribution, dispensation, attempted sale, possession, or use of a controlled substance is prohibited in the employee's work environment.
2. Being subject to the effects of alcohol or an illegal drug on the Tribe's property or in a Tribal vehicle is normally cause for the employee to be referred for alcohol and drug testing. However, being subject to the effects of alcohol or an illegal drug does not excuse an employee's misconduct that violates any tribal personnel rule.
3. All prospective employees will be tested via a urinalysis drug screen prior to being hired. In addition to the initial urinalysis drug screen, all employees are subject to future random drug screens.
4. Any employee who appears to be under the influence of alcohol or drugs while in the work environment will be the subject of an immediate investigation. Similarly, any employee who is found to have any drugs in his or her possession will be the subject of an initial investigation. If employee use or possession is substantiated, disciplinary action will be imposed.
5. Off-the-job abuse of alcohol or use of illegal drugs that could adversely affect an employee's job performance may also be cause for disciplinary action. Jeopardizing the safety of the employee, other employees, customers, the public, or Tribe's and/or customer's equipment is contrary to Tribal policy.
6. Employees who are convicted for a drug or alcohol-related offense occurring in the workplace will be considered to be in violation of this policy. Employees must notify the immediate supervisor and Human Resources Manager of the conviction within five (5) working days.
7. Employees who voluntarily request assistance in dealing with a personal alcohol or drug problem may participate in a counseling or assistance program without jeopardizing their employment with the Tribe, though reassignment or leave of absence may be required. An employee's decision to seek voluntary help from the Employee Assistance Program absent a violation of the Tribe's rules is not to be used as a basis for disciplinary action against the employee.
8. Employees undergoing prescribed medical treatment with a drug or controlled substance which may alter their physical or mental ability are required to have their physician make a written report to the immediate supervisor and Human Resources Manager as to the adverse effect the medication will have on the employee. It may be necessary to change the employee's job assignment while he or she is undergoing treatment. Failure to report in the appropriate manner, the use of prescribed drugs, that may alter an employee's physical or mental ability may result in discipline.

I have read and understand the above Tribal Drug-Free Workplace Statement

Employees Signature

Date