

Hedberg Public Library  
B121 Drug-Free Workplace  
Board Policy  
Last update – October 2007

The Hedberg Public Library is committed to providing a drug-free workplace.

All employees are prohibited from being impaired by, possessing, distributing, or manufacturing illegal or unauthorized drugs or alcoholic beverages while being engaged in work or otherwise engaged on behalf of Hedberg Public Library. Those who violate this policy shall be subject to disciplinary action up to and including immediate discharge.

Hedberg Public Library will provide a drug-free workplace awareness program through:

1. Publishing and distributing this policy statement to all HPL employees;
2. Incorporating this policy within the HPL Employee Handbook and;
3. Providing information to employees on the dangers of illegal drugs and alcohol.

Employees who think they may have a substance abuse problem are urged to voluntarily seek assistance. Drug counseling and rehabilitation programs are available in the community, and may be covered by health insurance. Assistance in locating those programs is available on request from the Business Office.

Under the provisions of this policy the Hedberg Public Library declares it will make a good faith effort to maintain a drug-free workplace.