

GP- 11: Drug Free Workplace

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A. Use of drugs in the workplace

1. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using illegal drugs and/or prescription drugs which are not prescribed for the employee's use on **Fairfield County premises and worksites**.
2. The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances either **off the premises or on non-work time or both is prohibited**.
3. Employees must notify the Human Resource Department of any drug-related convictions within five calendar days after such conviction. "Conviction" means finding of guilt, imposition or a sentence, a plea of no contest or plea of guilty.
4. Law enforcement authorities will be notified whenever illegal drugs are found in the workplace.

B. Drug Free Awareness Program

1. Drug abuse in the workplace is dangerous because it leads to physical impairment, loss of judgement, safety violations, and risk of injury or possible death.
2. In order to prevent these consequences of drug abuse, Fairfield County has implemented the above policy to ensure that the workplace remains drug free.
3. The following organization has drug counseling and/or rehabilitation programs:

Fairfield County Substance Agency
200 Calhoun Street
Winnsboro, SC 29180
(803)635-2335

24-Hour Helpline (Out of State)
1-800-333-4444

(In State)
1-800-622-4357