

Effective January 1, 1995

County of Hawaii
ALCOHOL-FREE WORKPLACE POLICY

BACKGROUND

Alcohol is the leading drug of abuse, and the effects of its abuse are clear and well established.

POLICY

The County of Hawaii is committed to promoting a safe and healthy work environment for all employees. The County is cognizant that the use and/or abuse of alcohol may adversely affect an employee's health, safety and job performance as well as the health and safety of the employee's co-workers and the public.

Employees are prohibited from consuming alcohol while on work status.

Employees are prohibited from consuming alcohol on County premises* regardless of whether they are on work- or non-work status.

Employees are prohibited from being intoxicated while on work status.

Employees are encouraged to use the County's confidential Employee Assistance Program to work out problems they may have involving the abuse of alcohol regardless of whether or not such abuse affects their performance on the job.

Departments shall cooperate in carrying out the spirit and intent of this policy.

The Department of Civil Service shall promulgate appropriate procedures to implement this policy.

*Exception to consuming alcohol on County premises: Employees on non-work status attending functions at County facilities, such as the Seven Seas Luau House, Edith Kanakaole Tennis Stadium, Hale Halawai, etc., while such facilities are being rented out and at which alcohol consumption has been permitted for the function.

DEFINITIONS

"Employees" means individuals who are employed by and are on the payroll of the County of Hawaii. It includes officers, civil service employees, exempt hires, and personal service contract employees.

"Intoxicated" means affected temporarily with diminished physical and mental control by means of alcoholic liquor.

"Premises" means offices, baseyards, worksites, etc.

OBJECTIVES

The objectives of this policy are to:

- A. Protect the health, safety and welfare of both employees and the public.
- B. Eliminate disruptive activity by County employees on County time and premises.

VIOLATIONS

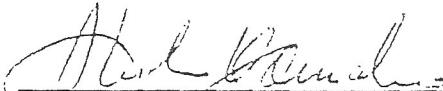
Violations of this policy shall be subject to appropriate disciplinary action, including dismissal from County employment.

SAVINGS CLAUSE

Nothing herein shall preclude any disciplinary action, including dismissal from service, against an employee for any inappropriate behavior or poor work performance by an employee, regardless of whether the inappropriate behavior or poor work performance occurred while under the influence of alcohol.

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Should any part of this policy be rendered or declared invalid by reason of any legislation or by a decree of a court of competent jurisdiction, such invalidation of such part or portion of this program shall not invalidate the remaining portions of this policy; and they shall remain in full force and effect.



Stephen K. Yamashiro, Mayor
County of Hawaii