


<b>East Lake Tarpon Special Fire Control District</b>		
	<b><i>SOP 127 Employee Drug-Free Workplace Policy</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 05/2003</b>
		<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

East Lake Tarpon Special Fire Control District, together with thousands of other firms throughout Florida, has elected to become a Drug-Free Workplace in compliance with the current Rules for Workers' Compensation Drug Testing. We are not becoming a Drug-Free Workplace because we believe we have a problem with drug or alcohol abuse among our current employees. In fact, our primary motivation is simply to ensure our ability to continue providing all employees with the safest, healthiest and most productive work environment possible.

Company drug and alcohol abuse policies, together with other information which must be provided to current employees and job applicants, are contained in the enclosed DRUG-FREE WORKPLACE POLICY. Carefully read this information. If anything is unclear to you, you may contact the undersigned or, if you prefer, you may call EAP Access Line 1-800-878-5470 for clarification. After you have read and understood the DRUG-FREE WORKPLACE POLICY, please sign and return one copy to the Company. The second copy is for your personal records.

Under Florida Rules, all job applicants must take and pass a urine drug test as a condition of employment. Current employees will be subject to reasonable suspicion testing for conditions such as observed abnormal conduct or erratic behavior, exhibiting signs and symptoms of drug and/or alcohol abuse, or being involved in or contributing to an accident while at work. In addition, testing is required to follow-up treatment programs and concurrent with any periodically scheduled routine medical examinations. Random testing is also authorized.

Another important component of the Drug-Free Workplace Program is education. Through education, the NON-abusing majority of employees may be discouraged from ever starting to abuse drugs or alcohol and, hopefully, they'll also encourage their abusing coworkers to quit or get help. All employees will be provided with an annual education course covering "Personal and Emotional Problems Which May Result in the Abuse of Alcohol or Drugs".

If help with drug or alcohol abuse is needed, free-conditional-professional assistance is now available 24-hours daily for all employees and their families by calling the Company's contract Employee Assistance Program (EAP), EAP Access Line 1-800-878-5470. Although EAP's are not treatment providers, through counseling, employees can often be helped to recognize their own problems and accept the fact that solutions are possible without resorting to continuing drug or alcohol abuse. Activities, which may include appropriate referrals to local professional services and even self-help groups, can then be structured to facilitate recovery.

The purpose of Drug-free Workplace Programs is not to catch abusers but rather to stop or prevent abuse. Through deterrence, education, and assistance, together with active cooperation of our valued employees, we expect to continue to attract and retain a quality workforce, free of the mutually destructive problems associated with workplace drug and alcohol abuse.