




GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

MEMORANDUM

To: All Employees

From: Miguel C. Bordallo, P.E., General Manager 

CC: Program Managers

Subject: **Implementation of the Guam Waterworks Drug and Alcohol-Free Workplace Policy, Effective 01 October 2019**

Date: **26 August 2019**

In accordance with the Consolidated Commission on Utilities (CCU) Resolution No. 27-FY2019, Guam Waterworks Authority (GWA) will implement a revised Drug-and Alcohol-Free Workplace Policy (DAFWP), effective **01 October 2019**. All employees are responsible to keep a safe and healthy work environment. As a condition of employment, employees must refrain from the use of illicit/illegal drugs or misuse of alcohol while on or off duty. This program was developed to ensure the duties and responsibilities of employees are performed in an efficient and productive manner to eliminate any risks that may pose a threat to public health or safety, or harm to GWA's customers, assets and more importantly, employees.

Schedules for Mandatory Drug and Alcohol-Free Workplace Policy training for **all** employees will be communicated in the next several weeks, prior to the implementation of the policy. Supervisors/Managers are responsible to ensure the attendance of their respective employees attend training. The policy will be posted on the GWA Website, under the Human Resources page.

Should you have any questions, please feel free to contact Zina Pangelinan-Charfauros at 671.300.6073 or email zinac@guamwaterworks.org.