

## **DRUG AND ALCOHOL-FREE WORKPLACE POLICY GENERAL NOTICE**

**To:** All Employees  
**From:** Miguel C. Bordallo, P.E., General Manager  
**Cc:** Program Managers  
**Subject:** **General Notice**  
**Implementation of the GWA Drug and Alcohol-Free Workplace Policy**  
**Date:** **26 August 2019**

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In accordance with the Consolidated Commission on Utilities (CCU) Resolution No. 27-FY2019, the Guam Waterworks Authority (GWA) has revised its Drug and Alcohol-Free Workplace Policy (DAFWP). It is the policy of the GWA to provide a safe, healthy and secure work environment. All employees are responsible to ensure they perform their job duties in a responsible, efficient and productive manner. All employees are responsible to ensure that its equipment and facilities are maintained and utilized appropriately so as not to pose a risk of harm to customers or the community.

As a condition of employment, employees must refrain from the use of illicit/illegal drugs or misuse of alcohol while on or off duty. An illicit drug is one that is illegal, unlawful or prohibited. The use of illicit/illegal drugs and misuse of alcohol are not consistent with delivering services, protecting the water resources and GWA assets in a safe, productive and reliable manner. Through its adoption of this DFWAP, GWA will not tolerate the illegal use of drugs or abuse of alcohol by enforcing a policy of zero-tolerance.

***Prior to or by 30 September 2019***, an employee may self-refer to an Employee Assistance Program (EAP) or a similarly available treatment program. Upon voluntarily identifying himself or herself as a user of illegal drug use and/or alcohol abuse, the employee will not be subject to disciplinary action. However, failure to comply with all requirements of a treatment program enrolled in, will result in termination.

***Beginning on October 1, 2019***, an employee who did not self-refer to an EAP and who is found in violation of Section II of the DAWFP will be subject to immediate termination.

All employees subjected to drug testing, shall be allowed to provide urine specimens in a private restroom facility by the contracting laboratory personnel. All employees subjected to undergo breathalyzer alcohol testing by the contracting laboratory personnel. Prohibited substances include, but not limited to the following:

- Marijuana/Cannabinoids (THC);
- Cocaine Metabolites;
- Opiates;
- Phencyclidine (PCP);
- Amphetamines/Methamphetamines; and
- Barbiturates; or
- Alcohol Concentration of 0.04 breath alcohol content (BAC) or greater

GWA reserves the right to change, add or delete any combination of “controlled substances” for screening as new forms become available. You are also advised that CBD in its various forms are may result in a positive test result. Claimed use of CBD will not be accepted as a defense to negate a positive drug test.

The types of testing authorized by this policy includes:

- **Random Drug Testing:**  
Incumbents who hold positions identified on Appendix A of the policy, occupying safety sensitive positions known as Testing Designated Positions (TDPs)
- **Pre-Employment Testing:**  
Applicants conditionally offered initial employment with the GWA. Employees who hold non-TDP positions and are conditionally offered positions known as TPD.
- **Return to Duty Testing:**  
Employees who are absent from work without approval for more than fifteen (15) calendar days.
- **Reasonable Suspicion Testing:**  
Employees will be subject to testing when there is reasonable suspicion that the employee has used drug or misused alcohol in violation of this policy.
- **On-Duty Motor Vehicle Accident:**  
When specific and objective facts presented of an employee who may have caused or been a contributing factor to an on-duty motor vehicle accident and authorized for testing by the General Manager. A drug test shall be completed within twenty-four (24) hours of the accident and an alcohol test shall be completed within two (2) hours of the accident.
- **On the Job Accident:**  
When specific and objective facts presented of an employee who may have caused or been a contributing factor to an on the job accident authorized for testing by the General Manager. A drug test shall be completed within twenty-four (24) hours of the accident and an alcohol test shall be completed within two (2) hours of the accident.

- **Presence of drugs or alcohol**

When drugs and/or alcohol is observed or discovered in a location which the employee had primary control or access, including but not limited to desks, lockers, equipment, machines or vehicles.

All employees will be provided a copy of the approved and adopted GWA DAFWP at forthcoming mandatory scheduled training. The policy can also be found on the GWA website on the Human Resources webpage for complete details. You will also be required to acknowledge and sign off on all pertinent DAFWP documents relative to your position, status of employment at the end of the training session.

Should you have any questions or require further guidance, please feel free to contact Zina Pangelinan-Charfauros, Personnel Services Administrator at 300.6073 or email at zinac@guamwaterworks.org

***Employee Acknowledgement:***

I, \_\_\_\_\_, acknowledge the GWA Drug and Alcohol-Free Policy. I understand that I am required to undergo training to understand the importance of the awareness and enforcement in adhering to the policy. Non-compliance of this policy will result in disciplinary action. I understand that any further inquiries and/or questions can be directed to the Personnel Services Administrator or designee.

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**PRINT EMPLOYEE NAME & BADGE #**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**