

Corporate Policy - Employee Activities
Alcohol Use
New Policy
September 20, 1999

ALCOHOL USE - C400

POLICY

The consumption of even a small amount of alcohol may impair an employee's judgement and ability to perform his/her job. The purpose of this Policy is to provide guidance that promotes healthy choices while prohibiting employees from working while under the influence of alcohol.

PROVISIONS

The Employer prohibits the use of alcohol during work except as provided in this Policy. The consumption of alcohol on Employer property (including Company owned vehicles) is prohibited except where prior approval is granted. Any gifts of alcohol must remain unopened while on Company property.

USE OF ALCOHOL AT COMPANY SPONSORED EVENTS

The consumption of alcohol at work or during work activities, on or off Company property, must be approved in advance by the appropriate department Officer.

Company wide events, such as the President's Award or Service Award Dinner, at which alcohol will be served, must have the approval of the Vice President and Chief Human Resources Officer.

It is recommended that the individual approving the event establish guidelines for alcohol consumption. Guidelines could include items such as:

- Limiting the number of drinks per individual during an event
- Limiting the length of time of consumption
- Contracting with a cab company, at the department's expense, and offering free rides home

EXCLUSION

This Policy does not apply to activities sponsored by the Social Club that occur during non-work hours and off Company property, or to employee-initiated social events outside of work hours in which management may attend.

SUPERVISOR/MANAGER RESPONSIBILITY

Supervisors/managers are responsible for the daily administration of this Policy.

VIOLATIONS OF POLICY

Violations of this Policy may be grounds for disciplinary action up to and including discharge.

EAR

The Employer is prepared to help and support all employees requesting assistance for alcohol abuse. EAR, the Company designated employee assistance program, is designed to provide this service.

GO TO:

Employee Assistance Program Policy (C101) (Not Implemented)

Group Health, Inc. management retains the right to interpret and/or change current policies and procedures as necessary. These policies and procedures are not an employment contract and should not be interpreted as creating an employment contract or contractual rights.