

**Town of Canton
Drug and Alcohol Policy**

The policy of the Town of Canton concerning drug and alcohol use is as follows:

1. No person apparently under the influence of drugs, alcohol, or other unknown stimulants shall perform functions as employees of the Town of Canton. Such functions relate to any part of their job description, or any action in their capacity as a paid or volunteer employee of the Town of Canton and its various departments.
2. If any person suspects a Town of Canton employee of performing a Town job function while under the influence of drugs or alcohol, it shall be reported to the employee's supervisor, the Town's Administrative Assistant or the Chairman of the Board of Selectmen immediately
3. The Supervisor, Administrative Assistant, or the Chairman of the Select Board shall determine if said person appears to be under the influence of drugs or alcohol, and if the determination is made that such condition exists, the person shall be immediately suspended from all duties having to do with the Town of Canton on that day, and told to surrender all equipment issued by the Town of Canton and to leave Town owned or controlled areas.
4. Under the influence of drugs or alcohol shall be construed to mean any ingestion of drugs or alcohol at such time prior to a work and in sufficient enough quantity to affect the judgment or ability of a person to function properly. In general, if a person has been drinking, even a small amount, in a few (3 or less) hours prior to a work assignment, they shall be considered under the influence.
5. The Town of Canton does not condone the use of any illegal drug.
6. The Town of Canton recognizes that prescription drugs may alter a person's ability to function properly on the job, and therefore would consider those drugs, if applicable, can place a person under the influence.
7. If the Board of Selectmen determines that an employee has repeatedly violated the provisions of this policy, the Board shall consult in private with that person, suggest counseling to deal with the problem, and have the right to suspend or terminate employment until the member can prove that their drug or alcohol problem is effectively being dealt with.

This Policy is enacted at a regular and duly called meeting on this 14th day of November, 2013.



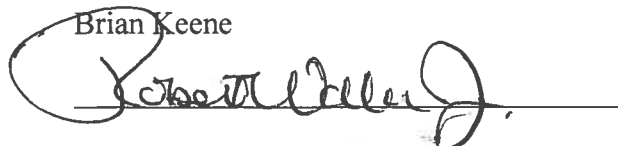
Shane Gallant – Chairman of the Board



Lisa Cummings – Co-Chair



Brian Keene



Rob Walker