

Board of Directors

Francisco G. Santos
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Board Secretary

Dorothy P. Harris
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Port Management

Rory J. Respicio
General Manager

Dominic G. Muna
*Deputy General
Manager, Operations*

Luis R. Baza
*Deputy General Manager,
Administration & Finance*



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Notices

Governor Lou Leon Guerrero signed Executive Order No. 2021-03 EFFECTIVE FEBRUARY 1, 2021:

- Social gatherings and congregations shall be limited to no more than twenty-five (25) persons
- Category 2 Differential Pay plan established shall expire
- the differential for employees eligible under Category 1 shall be reduced to ten percent (10%)
- DPHSS Offers COVID-19 Vaccination Clinic Appointments Online through Eventbrite

Port Climate Survey Results

Climate Survey Participation



Total Employees	Total Responses
356	317

Total Participation

89%

Port Authority of Guam employees were invited to anonymously speak their truths in an organizational survey and the results are in showing a high employee morale, job satisfaction and support for management.

The organizational climate survey was conducted earlier this month by the agency's Human Resources, Planning and Marketing Divisions. Employees were encouraged to anonymously take the survey and 317 out of 356 employees submitted a response which is an 89 percent response rate.

"Last year was a tough year for everyone so we wanted to gauge the relationship between the Port organization and its employees to determine if we are moving in a better direction as an agency," said Port General Manager Rory J. Respicio. "The survey provided employees an opportunity to anonymously rate different levels of our agency as it assessed what they value most in their employment and provided them an opportunity to make positive suggestions for improvement."

The response showed overwhelming positive results in the areas of job satisfaction and revealed that employees believe that morale is at an all-time high. The survey showed that 99% felt positive that they are proud to work for the Port Authority of Guam and that 97% felt positive that management is accessible and approachable. An

amazing 98% of all employees who took the survey felt positive that management has an open-door policy and that the Port is a great place to work. Results showed that 91% felt positive that management is fair, 93% were positive that management was transparent and 92% were positive that management is accountable.

With regards to the situation involving COVID-19, 94% felt positive that management made their work environment a safe place to be during the COVID-19 Pandemic and 96% felt positive that management kept them well informed. The results showed that 94% felt positive that management made it clear to them that they cared about their safety and wellbeing during the COVID-19 Pandemic and 93% felt positive that management provided them the resources they needed to safely do their jobs.

On the topic of career development, 91% felt that superiors share their knowledge and skills on how to handle situations while 81% felt that training opportunities were provided to everyone and 89% felt positive that promotional opportunities were available to them.

When surveyed about Communication, 91% felt positive that their supervisors provide clarification and guidance on the job and 93% felt that management provides them with regular updates

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General Survey Results

Question	Excellent	Good	Average	Positive/Neutral	Poor	No Answer	Invalid
How would you rate your overall work experience at the Port?	56%	38%	4%	98%	1%	1%	0%
How would you rate your overall morale at the Port Authority?	36%	39%	19%	94%	4%	2%	0%
How would you rate Management in the area of fairness?	31%	38%	22%	91%	7%	2%	0%
How would you rate Management in the area of transparency?	34%	37%	22%	93%	6%	1%	0%
How would you rate Management in the area of accountability?	35%	40%	17%	92%	6%	2%	0%

on current events and advisories. Results showed that 88% felt their supervisor communicates frequently and honestly about issues that may affect them and that management supports two-way communication between managers and employees.

Employee relations were also a focus of the survey and 90% felt positive that Port Authority employees have a good relationship with each other and 93% felt they were able to approach their supervisor if they had a problem. Meanwhile, 91% felt positive that they could go to management if they had a problem and 92% said their co-workers are always willing to help each other.

Teamwork at the Port also got high remarks as 97% of the

employees felt positive that they make an effort to be a part of the team, 92% positively said they support Gov. Lou Leon Guerrero and the Port's Board of Directors' vision for the Port and 91% believed that in their departments they work as a team.

"I want to thank the employees who took this survey as an 89% response rate is pretty amazing," Respicio said. "We are very pleased with the results of this survey. It validates that we're doing the right things and making considerable progress here while increasing morale as well as openness and transparency."

Respicio said the port plans to conduct these anonymous climate surveys on a yearly basis.

Port Gives GM Exceptional Performance Evaluation

The Port Authority of Guam Board of Directors unanimously voted to give General Manager Rory J. Respicio an Exceptional Performance Evaluation for the work he has done over the past year.

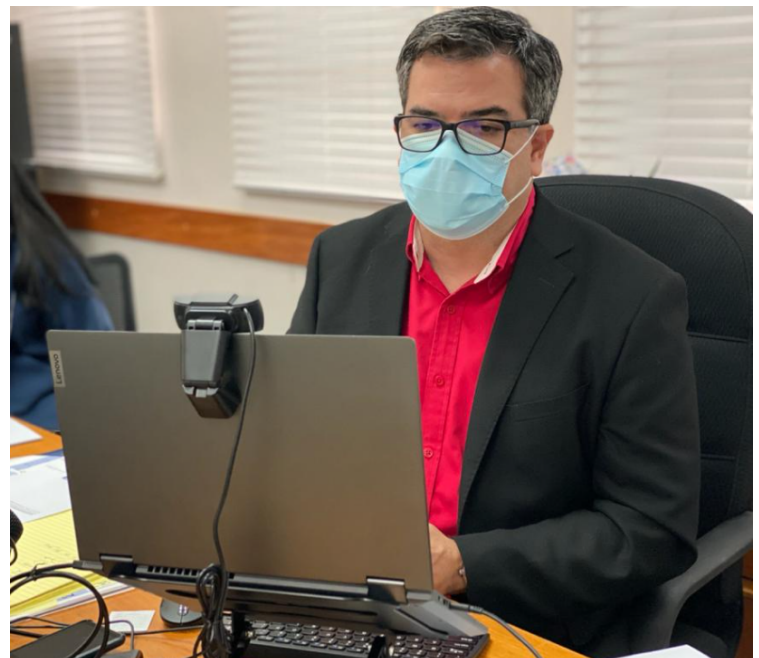
Respicio asked for the discussions on his annual Performance Evaluation to be held in open session for full transparency and also requested that no increment be included with the evaluation.

Board Chairman Francisco G. Santos applauded Respicio and Deputy General Managers Luis Baza and Dominic Muna as well as the management team for all of the work the Port has done under their leadership. Vice Chairman Nathan T. Taimanglo said "not only can the results be seen on paper but the results can be seen at the port."

Board Secretary Isa Marie C. Koki said she was pleased with all the accomplishments to include the climate survey which she says is evidence that the employees enjoy the dynamics they have at the Port as well as the management team. Board Member Dorothy P. Harris said she was pleased that Respicio, Baza and Muna asked for the discussions on the performance evaluations to be held in public instead of a closed executive session.

"It boosts the transparency of what you are trying to achieve," Harris said. "This is open for the public to see and I really appreciate your efforts for transparency."

The Board's Exceptional Performance Evaluation was based on the successes of Respicio, Baza, Muna and the management team in the following areas:



- Staying 100 percent operational throughout the COVID-19 pandemic
- Procurement Delegation

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- Port Modernization Program/Port Master Plan Update
- Revenue Bond and Federal or Port Funded Projects
- Tariff Simplification
- Area A Feasibility
- Training
- Legal Services
- Finances
- Gantry Crane Purchase and Maintenance
- Guam Customs Inspection Facility
- Port Wharves Assessment and Upgrades
- Federal Grants and Grant Opportunities
- Abandoned Derelict Vessel Project
- Real Estate Issues
- Information Technology Consulting Firm
- Solar Power Feasibility Study

- Policy on Financial
- Union Contract
- Guam Zero Waste Working Group – Biosolids Compost Pilot
- Overtime Comparison between Old and New Work Schedule
- RSM Project
- OPA Report
- Demolition of Derelict Vessel at Seaplane Ramp
- Interpersonal Relationships
- Application of FOIA to Settlement Agreements
- Accountability and Transparency Awards

Respicio's Performance Evaluations of Deputy General Managers Luis Baza and Dominic Muna providing them an Exceptional Performance also was approved by the Board of Directors with no increments. Congratulations to our General Manager and Deputies for their well-deserved evaluations!

Port Pleased with Outcome of Informational Hearing

The Port Authority of Guam general manager said he is pleased with the outcome the Legislative Informational Hearing held which highlighted the success of the agency and the work the employees have done to keep the seaport 100% operational during the pandemic.

The virtual public hearing was held January 25, 2021 by the Committee on Education and Infrastructural Advancement, Border Protection and Maritime Transportation, Guåhan Preservation and Self-Determination, and Federal and Foreign Relations.

"Committee Chair Senator Telena Cruz Nelson and Vice-Chair Senator Mary Camacho Torres were very receptive to our presentation and we thank them for giving us the opportunity to showcase everything the Port employees have been able to accomplish under the Leon Guerrero Tenorio Administration and our current Board of Directors," said Port General Manager Rory J. Respicio. Committee members had positive reactions and words for the Port and all the employees during the hearing. Committee Chair Senator Nelson thanked the employees for their dedication to the people of Guam and for staying 100 percent operational through the pandemic. Vice-Chair Senator Torres, who also is a previous Port general manager, expressed her love and concern for the employees and indicated she was pleased with all of the Port's accomplishments. Senator Joe S. San Agustin had a message to all Port Authority of Guam employees. "Stay strong," he said.

Significant Milestones (January 2019 to present)

GM Respicio reported to senators the significant milestones and accomplishments the agency has achieved since January 2019. "The former general manager neglected to address

numerous critical issues facing the agency and we immediately got to work to address and fix the mess left behind by the previous management team," Respicio said.

- Averting the Loss of Port Insurance: Averted the potential cancellation action by the insurance carriers to cancel the Port's insurance coverage if payment of premiums were not made.

- Averting the Loss of \$10M TIGER Grant on the Rehabilitation of Hotel Wharf: Submitted the environmental plan of action to MARAD and prevented the risk of Port losing the \$10 million TIGER grant.

- Revenue Bond Legislation and Projects: Amended prior legislation to increase the Port's share of TIGER grant; construct an annex building, repair of the waterfront facilities, install a connectivity fuel line connecting Golf Pier and F-1 and upgrade the Port's information technology system and integrate the terminal operating and financial management systems. A&E design and consulting services were awarded in 2020 for the first four projects: 1) structural repairs for Golf Pier, 2) repair and expansion of EQMR Building, 3) repair of Warehouse 1, and 4) replacement and relocation of waterlines in terminal facilities.

- Negotiated Union Contract within 100 Days: The union contract was approved by the Board on July 30, 2019 after being stalled by previous management in 2013.

- Stabilizing Operations & Maintenance Employee Work Schedule: Implemented a new work schedule of 8 hours for employees in day and night shifts—resulting in 14.6% decrease in overtime costs.

- Procurement Delegation: After 14 years of losing its procurement delegation, the Chief Procurement Officer restored the full delegation of procurement authority in May 2020.

- 2020 Port Master Plan Update: Collaborative efforts between the

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Port and the Governor's Office resulted in the award of \$1.6 million from the Office of Economic Adjustment (OEA) to update the Port's 2013 Master Plan.

- **Guam Customs Inspection Facility:** Area within Cabras Island agreed upon to construct a customs inspection facility. This happened in the first 30 days.

- **Golf Pier Management Agreement and Area A:** Amended the management agreement to remove Area A under the operation of the Manager.

- **Training:** Port ensured that employees possess the necessary certifications as mandated by federal OSHA, U.S. Department of Transportation and U.S. Coast Guard after years of such certifications being expired.

- **Port Finances:** Turned around the finances from a loss of \$103,000 in Fiscal Year 2018 to earning nearly \$7.5 million for Fiscal Year 2019. Despite the pandemic, the Port posted a projected income of \$4.1 million for Fiscal Year 2020.

- **Income Statement & Fiscal Year 2018 Budget:** In 2019, through austerity measures, the Port realized a positive net income of \$3.5 million irrespective despite the fact the FY 2018 Budget did not include the cost of the 2018 compensation plan, expenditures incurred during the preparation and post operations of Typhoons Yutu and Wutip and OSHA certification inspections, and past liabilities.

- **Removal of Port's Inoperable Assets:** Since 2016, the Port has attempted to remove inoperable assets from its facilities to accommodate the military build-up peak but to no avail. We expect an award to occur this first quarter of this year to remove the assets.

- **Organizational Structure:** Rescinded the May 30, 2018 prior Board action reverting Finance Division to its original structure and reflecting the Financial Affairs Controller as the head of the division.

- **Crane Surcharge Reserve Account:** Established a crane surcharge reserve interest bearing account which allowed the Port to obtain an estimated increase in earnings of about \$60,000.

- **Facility Maintenance Fee Investment Account:** Opened an interest bearing account which revenues deposited will accrue a higher interest income similar to the crane surcharge reserve account.

- **Policies:** Added onto the approved list of holidays for no vessel operations—Labor Day—to recognize the value of employees and their contributions they made to the strength, prosperity and well-being to the island. Reinstated the Board's policy on salary increment sub-steps for educational achievements, training certifications and licenses which was arbitrarily stopped by prior management.

- **Interpersonal Relationships:** Established a mutual trust and understanding with Port customers, federal and local stakeholders and employees, which resulted in cargo operation productivity increasing and regular participative discussions affecting the Port and its users being held.

- **Legal Services:** Entered into a memorandum of understanding with the Attorney General on assigning an attorney to the Port to review the procurement solicitation packages. In December, an attorney accepted the Port's offer for employment as its in-house counsel, who will be reviewing business development matters that have been on hold for the last 10 years and assisting in the review of procurement related issues.

- **Port's Compensation and Classification Plan:** Developed and implemented the Key performance indicators and work performance appraisal system, which were held in abeyance since 2013 by former management. The new evaluation system will be used for Fiscal Year 2021.

Ongoing Projects

Meanwhile, Respicio also gave senators an update on ongoing projects including the Port/PUGG/Customs collaboration on systems integration, Tariff Simplification, Gantry Crane Purchase, Micronesian Cruise Ship Development, Recycling Enterprise Zone and Leases.

Port 2020 Masterplan Update

Discussion also centered on the Port 2020 Masterplan Update which will assist the Port in defining its near-term and long-term approach to modernization while maintaining fiscally sustainable operations and promoting increased awareness and consensus on its approach among all affected stakeholders and the rate payers of Guam.

PAG Organizational Climate Survey

General Manager Respicio also showed senators the results of the Port's Organizational Climate Survey which showed overwhelmingly that Port employees are happy with the high morale at the agency and are satisfied with their jobs and that they support management in the work being done at the island's only commercial seaport.

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The Port in the Pandemic

Senators also got to hear about the Port Strong Spirit and the willpower and strength of the Port employees to always persevere in times of crisis. General Manager Respicio reminded lawmakers that each and every employee of the Port has worked tirelessly since the Pandemic began to remain 100 percent operational to ensure that the flow of goods and supplies into our community was not interrupted. He told the oversight committee about the support the agency received from Governor Lou Leon Guerrero and Lt. Governor Josh Tenorio to stand up the Port Clinic which has had more than 44,000 visits by employees, tenants and customers. The general manager also told those in attendance at the beginning of this crisis, the Port sprang into action to take every step possible to protect the employees, tenants and the people of Guam. Besides the Port Clinic, the agency even established their own Port Contact Tracing Team with the members volunteering to take on additional duties and becoming nationally certified. Their work helped to ease some of the burdens placed on the Department of Public Health and Social Services by conducting their own contact tracing, making arrangements for testing and keeping the employees updated and informed through the consistent circulation



of the Port E-Advisories. Despite the real and present threat COVID-19 posed on the Port's operations, to include the loss of a front liner and COVID-19 warrior Henry San Nicolas, all of the Port divisions remained open throughout this pandemic.

"We are not resting on those accomplishments and in the true Port Strong Spirit, our work for the people of Guam continues at the seaport," Respicio said. Following the presentation, discussion began on the Port's Drug Free Workplace Policy.

Congratulations to the team for a great presentation and thank you to all the employees for watching and supporting our Port Family.

October - December 2020 Quarter Awards



Management is proud to acknowledge the following employees and divisions who have gone above and beyond their usual call of duty to contribute to the Port Authority's success in carrying out its mission in serving Guam's community. These awards were last presented more than 8 years ago for the Quarter of October - December 2012.

"Dominic, Luis and I are very excited to have re-instituted this program, allowing employees to be recognized for their efforts, dedication and commitment to their job, the Port and the people of Guam," General Manager Rory J. Respicio aid. "We are so proud of all of the winners. Congratulations to everyone and we look

forward to seeing even more winners in the next quarterly award program."

EMPLOYEE OF THE QUARTER:

CATEGORY I-JESSICA R. QUINATA, MARINE TRAFFIC CONTROLLER

CATEGORY II - KEVIN LEE CRUZ, CRANE OPERATOR

CATEGORY II - JULIE SIATAN, ADMINISTRATIVE ASSISTANT

SUPERVISOR OF THE QUARTER:

CATEGORY I - JOSETTE JAVELOSA, PROGRAM COORDINATOR IV

CATEGORY II - FRANKIE RJ CRUZ, TRANSPORTATION SUPERVISOR

CATEGORY II - JOSHUA TUITUU - CARGO CHECKER LEADER

OUTSTANDING WORK CENTER OF THE QUARTER:

CATEGORY I - HARBOR MASTER'S OFFICE

CATEGORY II - TRANSPORTATION DIVISION

GOOD HOUSEKEEPING WORK CENTER OF THE QUARTER:

CATEGORY I - GENERAL MANAGER'S OFFICE

CATEGORY II - TRANSPORTATION DIVISION

Port Hires In-House Legal Counsel

The Port Authority welcomes Christine K. Claveria, ESQ. as our new in-house legal counsel for the agency. Christine completed her undergraduate studies at Notre Dame de Namur University, California with a Bachelor of Science in Business Administration, concentrating in Economics. She then attained her law degree from Golden Gate University School of Law, San Francisco, California and obtained her license to practice from the Guam Bar Association in November 2017.

After receiving her license to practice, Christine's first job was with the Superior Court of Guam as a Senior Law Clerk (Attorney I) drafting judicial decisions for trial court judges, researching and preparing legal memorandums, researching relevant laws, court decisions, opinions and assisting with trial proceedings.

A year later, Christine was promoted as Law Clerk to the Honorable Arthur R. Barcinas (Attorney II) where she drafted numerous judicial decisions, prepared motions, interpreted and applied statues, case

laws, including extensive research and analysis of Guam's Procurements Law, the Administrative Adjudication Law and the enabling act. "Christine's knowledge and background in Guam's procurement law and the Triple A Process made her the best candidate for Port in-house legal counsel. We have many pending projects and she will provide the guidance we need to move these endeavors forward," said General Manager Rory J. Respicio.

"In addition to its obvious import and export function, the Port provides numerous services attributable to improving the quality of life in Guam by promoting economic growth and business opportunities. As legal counsel, I will work hard to ensure that all the hard work done at the Port complies with the law, so that the Port may continue to advance and most importantly, provide for the People of Guam," states Legal Counsel Claveria.

As a young professional, Legal Counsel Claveria tries to set both long and short term goals every few years.

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One of her short term goals is to spend more time outdoors and read more for fun. If she doesn't remain in public service she aspires to eventually start a private practice. However, as of now, one of her goals as Port Legal Counsel is to learn as much as possible from the numerous experts here to be able to effectively and efficiently guide the agency on the many legal urgent and pending matters. In addition she plans to be involved in as many projects as possible and to resolve all legal questions and/or disputes in a timely matter so as to ensure the continued success of the Port and its service to the People of Guam.

When asked what she is most excited about her new job, Christine replied, "As in-house counsel for the Port, I am most excited to learn and sharpen my practical legal skills, as well as to meet new people and expand my network. I am also excited to get working on big projects coming up here at the Port that require legal consultation and/or representation." Legal Counsel's favorite job so far was clerking for Judge Arthur R. Barcinas at the Superior Court of Guam. As a law clerk, she assisted Judge Barcinas and his chamber staff in many capacities such as drafting decisions and orders in various areas of law, researching and preparing memorandas, reviewing numerous pleadings and providing advice on their final disposition. "Clerking for Judge Barcinas was an invaluable experience to which I absolutely attribute to my continued growth



and development as a young lawyer. I am beyond thankful for his mentorship," she said. Legal counsel Clavaria also fondly remembers working as a waitress at the Cheesecake Factory where she ate a lot of free cheesecake. On her personal time, Christine enjoys yoga, working out and playing with her shih-tuz, Chia. Welcome to the Port Strong Family Christine!

Management Training on Progressive Discipline



Deputy General Manager Luis Baza conducted a virtual training for supervisors and division heads on January 22, 2021 covering the area of Progressive Discipline. This is the process taken by management in dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee in understanding that a performance problem or issue exists and to provide the opportunity for improvement or corrective measures.

"The process of progressive discipline is not intended as a punishment, but rather to assist the employee to overcome performance problems and satisfy job expectations," said Deputy General Manager Luis Baza. "Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization. Document, document, document! The key to progressive discipline is to document all actions and measures taken relative to the infraction."

Employees of the Port are expected to comply with the policies that have been established to protect the interests and safety of all

employees and Port properties. Employees are expected to use common sense while on the job in order to best represent the Port and to fully and safely perform assigned duties. Should management determine that the conduct of any employee is not in the best interest of the Port and/or creates any risk of harm or danger to the Port, its employees or to the public, the Port reserves the right to impose appropriate disciplinary actions upon the offending employee(s). Such discipline may include counseling, letters of warning/reprimand, suspension, demotion, termination, and/or any other means of disciplinary action which the Port, in its discretion, may determine is appropriate under the circumstances of the employees' misconduct.

DGM Baza's presentation covered the following topics: what is disciplinary action; progressive disciplinary action procedures - 1. Verbal warning/ counseling; 2. Written Warnings & reprimand; 3. Suspension without pay; and 4. Termination of Employment. DGM also gave examples of misconduct these include, but are not limited to the following:

- Taking of drugs or alcoholic beverages or any other intoxicating substance, prior to reporting to work that impairs your ability to conduct your duties.
- Failure to complete reasonable instructions from personnel authorized to issue such instructions, or when it is likely that you may endanger your own safety or that of others, Port's or its customer's property, or the reputation of the Port.
- Conduct likely to prejudice the interest of the Port.
- Disregard for hygiene regulations, including smoking in prohibited areas.
- Any act of violence while on Port's premises or while on duty.
- Theft of, or the unauthorized removal of Port's or customer property and/or property of other employees.
- Negligent handling, vandalism and/or unlawful/unauthorized use of Port's or customer's goods and/or property.
- Failure to maintain to satisfactory standards, any licenses required to carry out the duties for which you were employed.

- Failure to report an accident.
- Discrimination and/or Sexual Harassment.

To address these violations, Baza covered what adverse action is, the process of administering the adverse action and the 90-day rule as prescribed under the Guam Code Annotated. Many situations may be resolved through verbal counseling or discussion with the employee, however, some one-time incidents may be severe enough to merit a formal written warning, suspension (without pay), final warning or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. In these circumstances, all decisions to escalate disciplinary action to a higher level should be made in consultation with Human Resources Division. Several case studies were covered as an exercise for those in attendance.

In closing, Baza emphasized that employees are an organization's greatest asset, but there are rules and laws that allow certain due processes for classified employees who commit any violation of the Port's Rules & Regulations. "Manage discipline fairly, reasonably and impartially," Baza said in closing. "Employees are best assisted when discipline is administered to correct actions rather than to punish. Set aside your personal views, focus just on the facts and be consistent in discipline matters throughout our Port."



Thank you Mr. Baza for sharing your years of experience in the Civil Service Commission with all of us.

You can view and download a copy of the Port Authority's Personal Rules and Regulations on our website at portofguam.com.

Denise Calvo Graduates with Double Degree

Congratulations to Denise Calvo, (Buyer I, Procurement & Supply Division) for a milestone achievement in obtaining her undergraduate degree in December 2020 from the University of Guam with a double major in Public Administration and Criminal Justice. Working full time and attending school full time, she was able to complete her studies in 5 years. Awesome job Denise, you are an inspiration to many who work and attend college at the same time. You have shown all of us that with dedication and perseverance, it can be done!



February Birthdays

Perry A. Perez
 Ronnie D. Sablan, Jr.
 Joaquin T. Manglona
 Mark R. Rivera
 Dennis J. Perez
 Woodrow A. Concepcion
 Carl I. Quinata
 Kellen I. Y. Kawasaki
 Juanito S.N. Untalan
 Ryan J. Arriola

Christopher J. Taitano
 Joaquin J. Cruz
 Christopher Flores
 Jennie C. Untalan
 Eugene F.S. Blas
 Ronald E. Laitan
 Bryan A.L. Santos
 Paul R. Salas
 David F. Naputi
 Walter M. Santos
 David G. Teixeira
 Nestor G. Jardeleza
 Alfredo T. Bordallo John
 G P. Quintanilla, Jr.
 Antonio G. Genovana
 Doris G. Blas
 Jesus P. San Nicolas, Jr.
 Semjelfh Rew D. Davis
 Albert I. Tudela



Valentine's Day customs – sending greeting cards, offering confectionery and presenting flowers – developed in early modern England and spread throughout the English-speaking world in the 19th century. In the later 20th and early 21st centuries, these customs spread to other countries, like those of Halloween and Christmas traditions.

Thank you Port employees for upholding the following:

The Authority is committed to maintaining a safe and healthy work environment free from the influence of alcohol and drugs. To that end, the Authority has adopted a Drug-Free Workplace Program. Compliance with the Authority's drug policy is a condition of employment. The Authority intends to take severe disciplinary action, up to including termination, against an employee who violates the Authority's Drug Free Workplace Program.

The Authority encourages any employee with a drug or alcohol abuse problem to voluntarily seek treatment. The Authority has established an employee assistance program to provide counseling and referral services for employees with drug or alcohol abuse problems who voluntarily seek help.

The Authority strictly prohibits unauthorized use, possession (including storage in a desk, locker, car or other repository), manufacture, distribution, dispensation or sale of illegal drugs, drug paraphernalia, controlled substances, or alcohol on the Authority's premises, in official vehicles, during working hours or any activity that compromises the integrity or accuracy of the Authority's drug and alcohol program, or any failure or refusal to abide by the Drug-Free Workplace Program, and conviction under any criminal drug statute.

**Contact Human Resources for
more information.**

