



**PORT AUTHORITY OF GUAM  
ATURIDAT I PUETTON GUAHAN**

GOVERNMENT OF GUAM  
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POLICY MEMORANDUM NO. 01-92

To: Port Employees	Subject: Drug-Free Workplace Policy
Effective Date: <b>MAR 03 1992</b>	Revision Date:
Approved By: <i>[Signature]</i> DAVID B. TYDINGCO, General Manager	

ALL REVISIONS ARE MARKED WITH AN ASTERISK (\*)

**I. PURPOSE**

To establish a policy to inform employees concerning the dangers of drug abuse, the availability of drug counseling and rehabilitation, and the penalties that may be imposed on employees who violate prohibitions against the use of drugs in the workplace. This is consistent with the Governor's policy statement issued March 17, 1989 concerning a Drug Free Workplace.

**II. APPLICABILITY**

This policy applies to all Port employees while in the workplace.

**III. DISCUSSION**

The territory of Guam has joined with the nation in our present fight against drug abuse. Guam is no stranger to drugs. In the late seventies, the people of Guam fought hard to rid our villages of heroin. For the past ten years since our last drug bust movement, drugs have begun to reappear on our island. We simply cannot afford, nor can we tolerate, the return of drugs to our island.

Use of drugs in the workplace by any employee presents an immediate threat to the welfare and safety of all employees in the workplace. For this reason, the Governor has proclaimed that all government workplaces are drug-free.

We operate and maintain a "drug-free" workplace in compliance with the Drug-Free Workplace Act. We have strict rules prohibiting drug use by our employees.



Our drug-free workplace policy is established because any amount of drugs in your body can put you under its influence to some degree, even if the impairment is not readily apparent to ordinary people. Drug abuse can lead to property damage, serious injury and even death, and it can lead to deterioration of your personal health and work performance.

#### IV. POLICY STATEMENT

We respect the fact that you're responsible for making your own life-style choices, but we will not accept even small risks that drug abuse might cause.

Compliance with this policy is not just an essential job qualification, it is a condition of employment with us.

We absolutely prohibit possession, distribution, manufacture, sale, or use of any controlled substance, drug or other mind-altering chemical or organism, narcotic or related paraphernalia everywhere on our property and to every work area.

#### V. PENALTY

Reporting to work when you are in any way affected by the use of any drug or narcotic, except those lawfully prescribed by a physician, will result in disciplinary action, up to and including dismissal. We reserve the right to use testing procedures to enforce this policy.

#### VI. PROFESSIONAL ASSISTANCE

There are a number of educational and drug awareness programs available to you at no cost. Your supervisor will be pleased to help you to learn about the hazards of drug abuse and about the availability of professional counseling and rehabilitation programs available to you from the Department of Public Health and Social Services, the Mental Health and Substance Abuse Agency and through your health insurance benefit plan.

Any inconvenience this policy may cause is regrettable but the alternatives to operating "drug-free" are simply unacceptable.