

CITY OF NEW BEDFORD

POLICY FOR DRUG-FREE WORKPLACE

The City of New Bedford will maintain a Drug-Free Workplace as required by the Drug-Free Workplace Act.

All employees are prohibited from possessing, using, distributing or manufacturing illicit drugs or alcohol on City premises or at any City work sites. Illicit drugs are defined as controlled substances under Massachusetts General Laws, Chapter 94C, and include narcotics, cannabis, stimulants, depressants and hallucinogens. Alcohol is defined as alcoholic beverages containing beer, wine or distilled spirits.

Employees who violate this policy will be subject to appropriate personnel action with disciplinary sanctions (consistent with local, State, Federal laws and contractual provisions) up to and including termination of employment and referral for prosecution.

Listed below is information on the Employee Assistance Program, which is confidential and available to all employees.

OUTLOOK E.A.P., INC

What kind of concerns does Outlook EAP address?

Outlook EAP is available to address any concerns that impact your quality of life. Some of the common kinds of concerns that we assist will include:

- * marital relationships
- * concerns for child and elders
- * financial and legal worries
- * alcohol and drug abuse
- * emotional and psychiatric illness
- * stress management
- * life transitions - changes in marital status
births, career changes.
- * parent-child conflicts
- * concerns for an aging relative
- * responses to health problems
- * need for community resources
- * domestic violence
- * vocational concerns

Why has your employer purchased this service?

Your employer recognizes that daily living presents all of us with challenges that can occasionally feel overwhelming. Unfortunately, too many individuals do not receive the help they need either because of lack of knowledge about resources or the sense of stigma attached to receiving assistance. Outlook EAP is a valuable resource to address personal concerns early which results in healthier, more productive employees. EAP's make sense for both employees and employers.

How does Outlook EAP work?

When you or your family members call the Outlook EAP office, an EAP counselor will offer to speak with you either over the phone or schedule an appointment to meet with you - the choice is yours. The Outlook EAP office is open Monday-Thursday from 9 am until 5 pm. You or your family member is Eligible to meet with the outlook EAP counselor up to three times.

In the event you require additional assistance, the EAP counselor will refer you to the best community resources.

What does the service cost?

This service has been purchased for all employees and the dependent family members. There is no charge for meeting with the EAR Your Outlook EAP counselor will take your finances into account when referring you to additional resources. Mental health and substance abuse counseling are usually covered by health insurance benefits.

Will anyone know if I use Outlook EAP?

Use of the EAP is strictly confidential and no one will know if you use the service unless you choose to tell them. Your confidentiality is protected under Federal Confidentiality law which will be explained to you at the time you speak to the Outlook EAP counselor. Use of the EAP will not effect your job status and is not a part of your personnel record.

For further information, or to make an appointment, call: Outlook EAP

333 Union Street, New Bedford, MA 02740

(508) 990-0777 * 1-800-327-2723