



Town of Brookfield
267 Wentworth Road Brookfield, N.H. 03872
603-522-3688

ALCOHOL & DRUG POLICY

Purpose and Goal: The Town of Brookfield is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. The Town of Brookfield, recognizes that alcohol abuse and drug use pose a significant threat to our goals.

Covered Workers and Applicability: This drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the town, therefore, ANY individual who conducts business for the town, or is conducting business on the town's property is covered by this drug-free workplace policy. This policy includes, but is not limited to supervisors, full-time employees, part-time employees, off-site employees, contractors and interns. This policy applies during all working hours, whenever conducting business or representing the town while on call and while on town property.

Prohibited Behavior: It is a violation of this policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants while on town property.

Notification of Convictions: Any employee who is convicted of a criminal drug violation must notify the town in writing within five calendar days of the conviction. The town will take appropriate action within 10 days of notification.

Searches: If an individual entering town property is suspected of violating the alcohol and drug-free workplace policy, he or she may be asked to leave.

Consequences: The Town of Brookfield's goal is to encourage employees to voluntarily seek help with alcohol and/or drug related problems. If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be discharged.

Confidentiality: All information received by the town through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Responsibility: All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on or off duty use of alcohol or other drugs.

All employees will receive a written copy of this policy.

Approved and Adopted by the Selectmen on July 12, 2022


Richard Surette, Chairperson


Rich Zacher


Brian Robischeau