

City of Tumwater OG - 02

Guidance to Employees Involved in Events with Alcohol

Employees are encouraged to participate in community events and interact with businesses and outside agencies. With the City's economic development strategy advancing the expansion of "Tumwater Craft," employees may be exposed to social and business environments that serve alcohol. This guideline was developed to clarify expectations of employees at these events. Questions should be directed to Human Resources.

Background

The City has a Substance Abuse Policy and a General Conduct Policy that outline expectations around use of alcohol or other substances and workplace expectations.

Additional Guidance

1. Nothing in this guidance document replaces the City's Drug Free Workplace Policy.
2. No employee shall consume alcohol while driving or prior to driving a City vehicle. At no time may employees be impaired when driving a City vehicle.
3. An employee who is driving their personal vehicle on City business shall not be impaired.
4. Employees shall not consume alcohol in public while wearing official City clothing regardless of work status.
5. Employees shall not consume alcohol when on official City business or performing City business, except as provided herein, and provided the employee is not wearing a City uniform or official City clothing:
 - a. Employees who are attending a conference, workshop, or meeting may consume limited amounts of alcohol at a reception or other similar social gathering at the conference.
 - b. Employees who are attending a meeting, tasting, class, training, conference, seminar, or similar event where the tasting of alcohol is an essential part of the activity may consume limited amounts of alcohol to the extent it is an essential part of the event.
 - c. Employees may consume limited amounts of alcohol when attending a social event, celebration, or fundraising event in their official capacity.
 - d. With the approval of the Police Chief and under necessary circumstances, Police personnel on official investigative assignment.
 - e. In no event shall employees in these circumstances consume an amount of alcohol so as to become impaired.
6. In all situations, regardless of work status, employees should always represent the City with professionalism and appropriate behavior, particularly at industry and

local events and avoid intoxication, drunkenness, and behavior that indicate excessive alcohol consumption.

7. Official City clothing means a uniform (police or fire), any clothing purchased by the City for use by the employee and containing the City logo or other markings (e.g., department identification), or any clothing not purchased by the City but containing the City logo or other branding belonging to the City of Tumwater including the department identification.

The City provides employees with access to alcohol counseling and treatment through the Employee Assistance Program (EAP) and the healthcare programs. Additional services maybe available through employee organizations. Employees with concerns or questions about their own alcohol use or the use by other employees as it impacts work should contact the Human Resources Department.