

SOUTHERN TIER LIBRARY SYSTEM
WORKPLACE ENVIRONMENT POLICY

The following policies are adopted to help ensure that Southern Tier Library System staff and visitors are afforded a safe and productive workplace.

Smoking –The Southern Tier Library System is a smoke-free work area. Absolutely no smoking is permitted on BOCES property, or STLS premises, including buildings, parking lots and outbuildings or in STLS vehicles.

Alcohol and Substance Abuse – It is the policy of STLS to maintain a work environment that is free of substance abuse. This protects the safety of the public with whom we interact and the employees with whom we work. The manufacture, use, distribution, possession, sale, or purchase of illegal drugs on STLS property is prohibited. Being under the influence of illegal drugs or alcohol on STLS property is prohibited. The employment status of any person found to be in violation of this prohibition will be subject to a review by the Director and the Board of Trustees consistent with the provisions of local, State and Federal Law as a condition of continuing employment. While prescription drugs are not prohibited, they should not render an employee unfit for duty.

Violence and Firearms in the Workplace – STLS is committed to providing a safe and productive workplace for its employees. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect STLS or which occur on STLS property will not be tolerated. This includes acts or threats of violence that occur on STLS property, regardless of the relationship between STLS and the parties involved. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at STLS, or to create a hostile, abusive, or intimidating work environment for one or several employees. This includes any and all threats or acts of violence occurring off STLS premises involving someone who is acting in the capacity of a representative of STLS. STLS prohibits the possession and/or use of any and all kinds of firearms or other weapons on all premises owned by the System.

Any employee found guilty of violating these prohibitions may face immediate disciplinary action and/or termination, and reporting to the appropriate law enforcement agencies.

*Adopted by the Board of Trustees of the Southern Tier Library System
on September 21, 2010.*