

Employee Assistance Program

The County is committed to providing a safe, healthy, and drug-free working environment and wants to take this opportunity to remind employees about the importance of working drug-free for their safety and that of their co-workers.

Some of the potential risks and hazards of workplace alcohol and drug use are obvious, particularly those related to safety. Alcohol and drug use can seriously impair judgment and coordination, which can lead to workplace accidents, injuries, and even death. Additionally, workplace alcohol and drug use can weaken an organization's ability to operate efficiently and effectively. It is also associated with lower levels of employee morale – not only for those struggling with alcohol or drug problems, but also those who work alongside them.

A key to preventing these problems is for all employees to understand that there is help for those struggling with alcohol or drug problems. If you or a co-worker is struggling to work drug or alcohol free, help is available. The County's Employee Assistance Program (EAP) provides free, confidential, short-term counseling and referral services as a benefit to employees. Their professionally trained counselors can be reached at 229-391-2300.

Confidentiality

It is the policy of the County to protect the confidentiality and privacy of our customers, the organization and individuals associated with it. As a condition of employment, County employees are required to protect the confidentiality of County trade secrets, proprietary information, and confidential County-related commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.). Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization.

In some cases, citizens/customers/clients of the County have proprietary confidential information including health information for their patients as well as restricted access areas. All citizens/customer's/client's policies and rules must always be followed while on citizen's/customer's/client's premises.

Violation of this policy may result in the discipline or termination of any employee, as well as subject the employee to civil liability.

Discipline

Irwin County may use progressive discipline as a management tool; however, **progressive discipline is not mandatory.**

The County reserves the right to determine the appropriate level of discipline based on the circumstances, including immediate termination when warranted.