

Alcoholic Beverage/Drug Policy:

The following rules represent the Bureau's policy concerning drug/alcohol use and abuse. They will be enforced uniformly with respect to all employees. Any contravention of these rules may result in disciplinary action, up to and including termination.

The term "illegal drug" means any drugs or other similar substances the possession, use, concealment, transportation, promotion, purchase or sale of which is made illegal by any law of the United States or any regulation of any U.S. department, subdivision or agency or by any applicable state law or regulation.

The term "controlled substance" means any drugs, substances or items which are defined or listed as a controlled substance by any law of the United States or any regulation of any U.S. department, subdivision or agency or by an applicable state law or regulation. The term "controlled substance" specifically includes, but is not limited to, any drugs, substances or items which are defined or listed as controlled substances in 21 U.S.C. 812 and/or 21 CFR Part 1308.

You are prohibited from using, consuming, or being under the influence (in any form) or possessing on the Bureau's premises an illegal drug or non-prescribed controlled substance.

You are prohibited from using, consuming, or being under the influence of alcohol (in any form) while at the office performing Bureau business. The Bureau recognizes that alcohol may be available for use/consumption, at your own cost, at Bureau gatherings away from the office (*e.g.*, receptions, FAM tours, trade shows, etc.). Under no circumstances shall you become intoxicated while engaged in Bureau business. And under no circumstances shall you consume any alcohol and drive a Bureau vehicle.

The Bureau will seek sponsors for alcoholic beverages to be served at business receptions for travel agents, tour operators, meeting planners, media and industry professionals. The Bureau staff may purchase no more than two (2) alcoholic beverages for business clients. All receipts must be properly documented including the name(s) of clients and the business conducted.

If as a result of post-accident or any other testing there is 0.08 percent or more by weight of alcohol in your blood, it shall be presumed that you are/were intoxicated.

If you become intoxicated while engaged in Bureau business, it will be presumed that you are not in pursuit of the Bureau's business interest and are therefore outside the course and scope of your employment.

The Bureau will, in accordance with La. R.S. 49:1015(B), require samples from prospective employees, as a condition of hiring, to test for the presence of drugs.

The Bureau may require, in accordance with La. R.S. 49:1015(A) and as a condition of continued employment, samples from employees to test for the presence of drugs:

1. following an accident during the course and scope of employment;
2. under other circumstances which result in reasonable suspicion that drugs are being used; or
3. As a part of a monitoring program established by the Bureau to assure compliance with the terms of a rehabilitation agreement.

All drug testing shall, in accordance with La. R.S. 49:1015(D), comply with the applicable provisions of La. R.S. 49:1001-1015 and this Policy shall constitute the Bureau's written policy as is referred to in La. R.S. 49:1015(D).



Shreveport-Bossier Convention & Tourist Bureau
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