Drug and Alcohol Policy

As part of our commitment to a safe and healthy work environment, MetLife prohibits all individuals from arriving to work, working, or representing MetLife while impaired or under the influence of any substance, including alcohol, whether legal or illegal, prescribed or over the counter. This includes when such activity impacts an individual’s performance, safety or the safety of others, or when the use is otherwise disruptive to the workplace.

This policy sets forth MetLife’s expectations and prohibitions regarding drugs and alcohol in the workplace.

Applies to
This policy applies to all employees, non-employee workers (i.e., consultants, temporary, and contingent workers), customers, and visitors whenever representing or conducting business for or with MetLife.

Controlled and Other Illegal Drugs
MetLife prohibits all individuals from manufacturing, distributing, selling, offering to sell, trading, possessing, or using controlled substances or any other drug that is illegal under any federal, state or local law, while in the workplace or whenever the individual is representing or conducting business for MetLife.

Prescription and Over the Counter Drugs
MetLife permits the use of prescription and over the counter (OTC) medication at work, or while representing or performing services on behalf of MetLife in accordance with a valid medical treatment plan or prescription, or, in the case of OTC drugs, in accordance with the product’s instructions for use. Misuse or abuse of prescription or OTC drugs at work or while working on behalf of MetLife, such as illegally selling or buying them, or possessing or using prescription drugs not properly prescribed to you is strictly prohibited.

Alcohol
MetLife prohibits consumption of alcoholic beverages in the workplace and/or while working, representing, or doing business with MetLife. Exceptions are allowed for the moderate and responsible consumption of alcoholic beverages by individuals of legal drinking age at MetLife-sponsored functions (e.g., holiday parties, sales conferences) where the serving of alcoholic beverages has been pre-approved by a department head. It is expected that all individuals refrain from drinking to the point of inebriation, maintain self-control, and present in a professional manner at all times at such events.

Disclosure of Criminal Drug Convictions
If you are convicted (including a plea of no contest) of violating a criminal drug statute for manufacturing, distributing, dispensing, using, or possessing a controlled substance, and the conduct occurred while you were in the workplace or conducting MetLife business, you must notify MetLife’s Employee Relations department in writing within five (5) calendar days of the conviction.

NOTE: This notification requirement does not apply to a drug-related arrest or a conviction for a drug offense that occurred outside of the workplace. If required by law, MetLife will notify appropriate third parties within ten (10) days after receiving this notice from the employee or otherwise receiving actual notice of such conviction.
Violations of this Policy

If you exhibit signs of being under the influence (including, but not limited to, smelling of alcohol, using slurred or incoherent speech, noticeable mood shifts, or other behaviours that are out of character), or there is evidence that you are otherwise in violation of this policy, you may be asked to leave work for the day and/or placed on a leave while an investigation is conducted. Furthermore, you may be subject to disciplinary action, up to and including termination from employment. A criminal drug conviction as described above, or failure to timely disclose one, could also result in disciplinary action.

If an employee or anyone else on MetLife premises or while using a company vehicle at any time violates this policy with respect to a controlled substance, MetLife will bring the matter to the attention of the applicable law enforcement authority, as appropriate.

If an employee is found to have driven a company vehicle while under the influence, they may lose their company car privilege in addition to other disciplinary action which could include termination of employment.

Employee Resources

MetLife is committed to supporting employees in overcoming alcohol and/or drug abuse problems (whether their own or someone else’s affecting them). Through Wellness for Life, MetLife’s employee assistance program, employees can access free, confidential counseling, advice on emotional and physical wellness, and more.

Employees with concerns that their or someone else’s substance abuse may be affecting their performance or conduct in the workplace can contact Employee Relations.

Employees with questions about coverage of MetLife’s Medical Plan to treat substance abuse problems can speak directly with a representative of their medical benefits carrier.

If an employee suspects an individual covered under these policies may be under the influence of alcohol or drugs in the workplace or otherwise violating this policy, MetLife encourages reporting of the concern to management or Employee Relations.