

Fitness for Duty Policy Template

At COMPANY NAME, we owe our customers, passengers and each other our best effort as we face the many risks and challenges inherent to aviation. Whether flight crew, maintenance staff, schedulers/dispatchers or support staff, your fitness for duty is integral to our team's success in [short summary of your organization's mission].

"Fit for duty" means that a team member is physically, mentally and medically fit to perform their assigned duties, sufficiently rested, and unimpaired by drugs or alcohol. We have committed COMPANY NAME to employee fitness for duty by providing adequate rest opportunities between duty periods, the opportunity for team members to report fitness issues via a positive and confidential process, and encouragement for employees to seek treatment for substance abuse or any physical and mental health issues that they might face.

At COMPANY NAME, no team member should commence safety-sensitive work if not fit for duty, and should stop such work if they become unfit. Any team member observing a potentially unfit teammate should also stop that person's safety-sensitive work and help them seek assistance. Because this policy does not protect actions contrary to company policy or regulation, reporting an unfit condition before commencing work is always preferred and provides the best protection for all involved. The Employee Handbook describes the policies applicable to these situations, especially regarding the roles of the Employee Assistance Program (EAP) and the Safety Management System (SMS).

To ensure that our employees are fit for duty and have the support necessary requires a shared responsibility between management and employees. For its part, management shall:

- Provide a reporting process through the SMS that allows and encourages reporting of fatigue, stress, health concerns and unfit-for-duty events;
- Provide an EAP that allows anonymity for employees seeking help;
- Provide training and education on the reporting process, assistance programs and recognition of symptoms of unfitness in themselves and others;
- Encourage self-reporting by employees when they are not fit for duty;
- Encourage co-workers to watch for signs of unfitness and provide an avenue to report concerns, free of retribution, while maintaining the confidentiality of that reporting.

Each employee agrees to share in this responsibility by:

- Not reporting for duty if unfit or removing oneself from duty upon becoming unfit;
- Reporting unsafe events immediately to management in compliance with principles of the SMS;
- Using the reporting processes created by management to report fitness for duty concerns;
- Being an active listener and encouraging employees to seek assistance;
- Participating actively in training and educational opportunities;
- Suggesting improvements to company policies, practices and equipment that will enhance employee fitness for duty.

Please address any questions or concerns about this policy to your manager, the safety manager, or either of us, because we value your input in this important area.

Signed:

Director

Accountable Executive