

At ASMG, our work demands that we show up ready — mentally, physically, and emotionally — to perform safely and support one another. **Being fit for duty is more than a compliance issue; it's a commitment to our coworkers, the public, and ourselves.**

What Does “Fit for Duty” Mean?

- Being fit for duty means you're in a condition to work safely and effectively. This includes:
 - Being alert and well-rested
 - Having the physical and mental capacity to perform your tasks
 - Being free from the effects of substances (legal or illegal) that may impair judgment or coordination
 - Having the focus and emotional steadiness to make good decisions



If something compromises your ability to be work-ready — like fatigue, illness, injury, stress, or a medical condition — it's important to speak up.

Why Fitness for Duty Matters

- **Safety First:** When someone isn't fully fit for duty, the risk of accidents, near-misses, and costly mistakes rises sharply. This matters in all environments — especially those involving equipment, travel, or hazardous materials.
- **Respect for Your Team:** Your coworkers rely on you. Being work-ready means showing up able to do your part safely and fully.
- **Organizational Integrity:** Being aware of fitness for duty — both for yourself and others — protects the company and everyone in it from legal, financial, and reputational harm.

When Someone Might Not Be Fit for Duty

There are many reasons someone might not be 100% — and it's okay to acknowledge that. What matters is noticing the signs and knowing how to respond supportively.

- **Potential Signs to Watch For**
 - Behavioral or Cognitive
 - Confusion, forgetfulness, or disorientation
 - Uncharacteristic mood swings or withdrawal
 - Difficulty concentrating or following instructions
- **Physical**
 - Drowsiness or microsleeps
 - Difficulty with balance, coordination, or using tools
 - Glassy or unfocused eye
- **Performance-Based**
 - Repeated mistakes in routine tasks
 - Ignoring safety protocols or PPE
 - Poor decision-making or lapses in judgment

What We Expect — and Support

We expect employees to come to work ready and able to perform their duties. But we also recognize that life happens. ASMG supports employees through:

- Employee Assistance Programs (EAP)
- Sick leave and medical accommodations
- A team culture of openness and support

Supportive Ways to Check In

- If you're concerned about someone's fitness for duty, approach them respectfully. You don't need to diagnose — just check in and give space for them to speak.
 - Try phrases like:
 - "Everything good with you today? Just checking in — you seem a little off from your usual."
 - "Are you feeling 100% to take this on safely?"
 - "No pressure, but if you're not feeling great, we can adjust the plan. Let me know."
 - "We're all depending on each other — if something's going on, I've got your back."

Bottom Line: Fitness for duty is not about perfection — it's about awareness, responsibility, and care for your team. If something's not right, speak up. For yourself. For each other.

Responding the Right Way

- Document observations if appropriate — especially if patterns repeat.
- Avoid assumptions; don't jump to conclusions about the cause.
- Use our support systems like HR, Safety, or EAP.
- Act early and confidentially when a situation may affect safety.

