

## **Alcohol and Drugs Policy**

The Board of Directors of Hased House of Hope shall provide an alcohol and drug free workplace.

Possession of alcohol or illegal drugs on shelter premises or while on shelter business is prohibited. The unlawful manufacture or distribution of alcohol or illegal drugs on shelter premises or while on shelter business is prohibited. Violations may result in disciplinary actions up to and including dismissal.

Being under the influence of alcohol or other drugs while on shelter premises or while on shelter business is prohibited and violations may result in disciplinary actions up to and including dismissal.

Consumption or possession of alcohol while attending conferences, etc., are at the discretion of the employee, provided it is within reasonable practices, lawful guidelines, and does not involve residents or program participants who may be at risk of relapse.

Any employee working with the shelter who is convicted of or pleads guilty or no contest to a violation of either the federal or state Controlled Substance Act is responsible for reporting such within three work days.

It is the duty and responsibility of each employee or volunteer to immediately report any possession or use of alcohol or drugs by anyone in the shelter to the staff member on duty, to the Chairperson of the HR Committee or to the Board of Directors.

Drug testing is a condition of employment. Drug tests may be conducted randomly, after an accident, incident, or reasonable cause. The Chairperson of the HR Committee or the Board of Directors may order a drug test.

Refusal to consent or failure to follow through with a drug test shall be considered insubordination and the employee shall be subject to disciplinary actions up to and including dismissal.

An employee with a positive alcohol or drug test shall result in disciplinary actions up to and including dismissal.

An employee producing a second positive alcohol or drug test shall be terminated for continual violation of this policy and unacceptable personal conduct.

The employee shall be subject to disciplinary actions if an illegal event has occurred, the employee's problems constitute a direct threat to himself/herself, or it is detrimental to the welfare of residents, the safety of others, or shelter property.

Employees and volunteers shall be made aware of penalties that may or shall be imposed for violation of this policy.

Employees, volunteers, interns, and others working with the shelter must sign a form acknowledging they have received a copy of this policy. For employees, it shall be kept in a personnel file.

I have read and understood this policy and agree to abide by it.

\_\_\_\_\_

Name

\_\_\_\_\_

Date