

Subject: Drug Free Workplace Policy

Effective Date: June 06, 2008

Approved By: Board of Directors

Policy: It is the Board's policy to protect the health, safety and welfare of the employees of the school and the public being served by the organization.

Procedure:

1. In accordance with applicable state and federal law, the School prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs by employee, in the workplace, on school property or as part of any organization activity.
2. Recognizing that alcohol and other drug use is pervasive in every level of society; the School is committed to protecting the health, safety and welfare of its members through both policy enforcement and education. All full- and part-time employees are subject to the provisions of this policy.
3. Employees are prohibited from engaging in the following acts:
 - a. The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol or other drugs in the workplace, on school property or as part of any school activity;
 - b. The impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
 - c. Action which results in criminal conviction for
 - A. Violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
 - B. Violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring in the workplace;
 - d. The failure to report to their supervisor in writing that they have been convicted of any offense as defined above, within five (5) calendar days of the conviction. (supervisors are required to report such occurrences to the Director of Human Resources immediately.)
4. Any employee who violates this policy is subject to disciplinary action up to and including termination of employment, referral for prosecution, and/or referral to an appropriate evaluation or rehabilitation program.

Original Policy 02/27/01

Revised Policy 06/06/08