

PEOPLE'S PLACE

Drug & Alcohol Policy

Approved By: Board of Directors
Review/Revision Date: 02/01/2009

I. PURPOSE

The purpose of this policy is to ensure that the People's Place work environment is free from all alcohol and/or illegal drugs.

II. POLICY STATEMENT

It is the policy of People's Place to ensure a safe work environment that is free from all alcohol, illegal drugs and/or substances. Furthermore, it is to ensure that all employees are not impaired by the effects of alcohol, illegal drugs and/or substances while on the job.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

None

V. STANDARDS

- A. Alcohol, illegal drugs or substances used other than in the manner in which they were prescribed along with related paraphernalia are not permitted in or on any People's Place facility or vehicle, and are not to be possessed, used, consumed, manufactured, distributed, dispensed, purchased, transferred or sold.
- B. Employees and volunteers agree to submit urine, blood, breath or other samples for the purposes of testing for alcohol, and/or drugs. Refusal to submit urine, blood, breath or other samples for testing will result in disciplinary action up to, and including termination.
- C. Employees are required to report anyone suspected of being under the influence of alcohol, illegal drugs and/or substances to their supervisor immediately.
- D. Supervisors will utilize the Supervisor's Checklist for Making Reasonable Cause Determination to interview employees and volunteers suspected of being under the influence of alcohol, illegal drugs or substances used other than in the manner in which they were prescribed. The supervisor in consultation with the Program Director may require an immediate drug test at this time.
- E. Employees and volunteers suspected to be under the influence of alcohol, illegal drugs or impaired by substances will be asked to leave the premises by the acting supervisor. The supervisor will assist the individual to contact a friend or family member to escort them to a drug testing facility or home. The individual should be discouraged from driving themselves home. If an individual is unwilling to leave the premises voluntarily or chooses to drive impaired, the acting supervisor will contact the police.

VI. PROCEDURES

Individual Responsible

Supervisor

Action

1. Investigates employees or volunteers suspected of being under the influence of alcohol, illegal drugs or other substances.
2. Encourages employee or volunteer to seek medical care if there is no explanation for behavior/actions.
3. If suspicions appear confirmed, asks employee or volunteer to leave the premises, notifies the Executive Director or designee.
4. Assist the employee to contact a family member or friend to escort them to a drug testing facility or home.
5. Notifies police if the employee refuses to leave or drives away under the influence.

Executive Director or designee

1. Takes appropriate action (offering medical intervention/disciplinary action) up to, and including, termination.

VII. REFERENCES

None

VIII. EXHIBITS

A. Supervisor's Checklist for Making Reasonable Cause Determination of Impairment due to Alcohol, Illegal Drugs or Substances