

DRUG-ALCOHOL FREE WORKPLACE POLICY AND PROCEDURE

I. PURPOSE

The purpose of this policy is for Homeward Bound, Inc. (HBI) to establish guidelines for its employees regarding the use of alcohol and illegal drugs, abusing prescription drugs while employees are performing their job duties.

II. POLICY

No employee, volunteer, subcontractor may use, sell, trade, possess, or be under the influence of alcohol or illegal drugs, or chemicals while conducting business-related activities on or off Homeward Bound, Inc.'s premises. Legal use of prescribed drugs is permitted on the job only if such use does not prevent the employee from performing essential job functions of the job or endanger the health and safety of other employees or individuals we serve.

III. PROCEDURE

All employees and volunteers will be trained on the following procedure statements at orientation and annually thereafter.

- a. The use, sale, manufacture, distribution or possession of illegal drugs while on the job, or on HBI property, or in company owned vehicles, using machinery or equipment, or while performing business will result in corrective action up to and including termination.
- b. Alcohol consumption is prohibited while on the job, or on HBI property, or in company owned vehicles, using machinery or equipment, or while performing business will result in corrective action up to and including termination.
- c. Being under the influence of a chemical substance, in any manner, which impairs or could impair an employee's ability to provide care or services while on the job, on HBI property, or company vehicles, using machinery or equipment, or while performing business is prohibited and will result in corrective action up to and including termination.
- d. All employees will be free from the abuse of prescription medications or being in any manner under the influence of a chemical that impairs their ability to provide services or care.
- e. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.
- f. Any employee convicted of criminal drug use or activity must notify the Director of Human Resources no later than five (5) days after the conviction.
- g. The Director of Human Resources will be contacted when there is reasonable suspicion to believe that an employee may have illegal drugs in his/her possession. Where appropriate, HBI will also notify licensing boards.