

Policy number:	V-4	Subject:	DRUG FREE / SMOKE FREE WORKPLACE
		Revision:	one
Approved:	Agency Board:	June 28, 2006	
	Policy Council:	May 17, 2006	

Objective:

The objective of this policy is as follows:

1. To establish and maintain a safe, healthy working environment for all employees;
2. To insure the reputation of the agency and its employees as good, respectable citizens worthy of employment and the public's trust;
3. To reduce the incidence of accidental injury to person or property;
4. To reduce absenteeism, tardiness and indifferent job performance;
5. To protect the welfare of our clients;
6. To meet the federal requirements for a drug-free workplace and to comply with smoke and tobacco free requirements.

Policy:

1. No alcoholic beverage will be brought into or consumed upon agency premises.

Drinking or being under the influence of alcoholic beverage while on duty is cause for termination.

Any employee whose off-duty abuse of alcohol results in excessive absenteeism or poor work quality may be disciplined up to and including termination.

2. No prescription drug shall be brought into the agency workplace by any person other than the person for whom the drug is prescribed by a licensed medical practitioner and shall be used only in the manner, combination and quantity prescribed.

Any employee whose abuse of prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work quality may be disciplined up to and including termination.

3. The use of an illegal drug or controlled substance or the possession of same on or off duty is cause for termination.

The sale or delivery of illegal drugs or controlled substances by an employee to another employee is cause for termination and for referral to law enforcement authorities.

The possession, sale or use of a controlled substance is detrimental to the health

of employees, to their job performance, and to the reputation of the agency.

The "occasional", "recreational", or "off-duty" use of illegal drugs will not be tolerated.

4. In order to promote a safe and healthy working environment for all employees the agency has a policy of discouraging smoking and tobacco use. Smoking is prohibited on the interior of offices, vehicles, meeting places, and during home visits. The agency also reserves the right to designate which exterior areas may be reserved for smoking at each location.
5. The agency conducts random drug tests for safety sensitive positions, as described in the written procedure related to drug-free work-place.

NOTE: A detailed drug free work-place plan is found in the administrative procedures manual. Employees covered by the agency health insurance plan are eligible for counseling through the Employee Assistance Plan. Training on drug free work-place is included annually at Pre-service Training.