

DRUG AND ALCOHOL POLICY

VH shall maintain a drug-free work place policy, which includes a philosophy of non-tolerance of illegal drug-related activity. Each staff person (including volunteers) shall be advised and required to conduct him or herself both on and off the job in a manner, which promotes the goals, objectives, and philosophy of VH.

All employees or volunteers will be advised of the drug-free work place policy and that there will be no illegal drug-related activity allowed on the part of clients or staff. Any client or staff member or volunteer caught using or distributing illegal drugs will be immediately discharged from the agency or from employment.

If any staff member has an accident on the job, has a high or unusual rate of absenteeism, or behaves in a manner, which is unusual or out-of-the-ordinary for him or her will be subject to a urinalysis test to determine if they are under the influence of any alcohol or mind-altering chemical.

An employee or volunteer may be suspended, terminated or dismissed from his or her position for using alcohol or other mind-altering chemicals while on the job, including prescribed medications if they impair job performance or safety. A doctor's prescription for a medication being used must be made available upon request of the Administrator or designate.

Any chemical dependency counselor, counselor intern, or volunteer case manager who violates the drug-free work policy shall be immediately terminated or dismissed from duty and reported to the Department of Health.

- If an employee or volunteer does not report for a scheduled urine test, that will be grounds for suspension, termination or dismissal from duty.
- If a urine test is positive for alcohol and /or other drugs, the employee or volunteer will be terminated or dismissed.
- Employees shall be advised of the following definition of misuse or abuse:
 - a. The receipt of a DUI or Physical Control charge
 - b. The use of alcohol or drugs while on the job.
 - c. Behavior as a result of alcohol or drugs that endangers others.

I understand this policy and will comply.

Signature of Employee/Volunteer

Date