

### **9.17 ALCOHOL and DRUG POLICY**

Douglas-Cherokee Economic Authority, Inc., is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Douglas-Cherokee employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace or abuses alcohol on the job. Therefore, each employee is required to sign the agency policy regarding drug-related activity in the workplace during the orientation process.

It is the policy of Douglas-Cherokee Economic Authority, Inc., to prohibit the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, narcotics and/or alcoholic beverages on Agency premises. Reporting for work under the influence of drugs or alcohol is also strictly forbidden. Any employee violating this standard shall be subject to discipline up to and including discharge.

Employees will be tested for drugs and alcohol after an on-the-job accident which requires medical attention. Employees who refuse to submit to a drug or alcohol test will be subject to disciplinary action, up to and including discharge. Drug testing is a requirement for any employees who drive Head Start buses as a part of maintaining their CDL.

Testing may occur when there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol and/or may be under the influence of drugs or alcohol at work. Reasonable suspicion is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

- Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- A report of substance abuse provided by a reliable and credible source;
- Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
- Information that an employee has caused or contributed to an accident while at work; or
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

As a condition of employment at DCEA all employees will agree to abide by this standard and to notify the Agency of any criminal drug statute conviction no later than five (5) days after such conviction.

Any employee reporting to work under the influence of drugs, narcotics or alcohol is not to be permitted to enter DCEA premises. Any employee discovered to be under the influence while on the job will be required to leave the premises.

Substance abuse services are available through many insurance plans, including DCEA's health insurance plan. Some programs require drug and alcohol screens prior to and during program employment and participation.