



Drug Free Workplace Policy

Administrative Manual I

Revised: December 2018

Please contact Meghan Moore for questions or concerns regarding this policy.
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MSS

Drug Free Workplace

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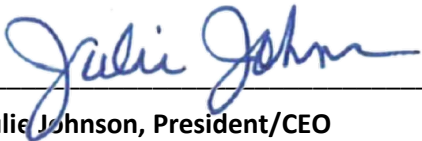
MSS is committed to providing a safe and healthy environment for the people served in our programs, staff members, volunteers, customers and visitors. MSS will maintain a drug free workplace so that all staff members, volunteers, subcontractors, and persons served in our programs may function with their fullest ability, and staff, volunteers, and subcontractors may perform their duties with the highest level of judgement and professionalism.

- A. **Prohibited Conduct:** MSS prohibits the use, possession, sale or transfer of alcohol and all legally regulated drugs except by prescription. The term “use” includes the detectible presence of drugs, alcohol, or other chemicals that impair a person’s ability to provide care to persons served.
- B. **Prescription Drugs and Chemicals:** The use of prescription drugs is limited to those drugs that have been legally prescribed by an attending physician. Prescription drugs must be used in a manner and dosage for which they have been prescribed. Employees whose performance or judgment is impaired by the use of such prescriptions and are therefore unable to safely carry out their job duties, must inform their supervisor of their impairment. The use of other non-prescribed chemicals for the purpose of altering mood or judgment, such as the use of toxic or mood-altering inhalants is prohibited.
- C. **Controlled Substances:** The unlawful use, possession, distribution or transfer of a controlled substance at any workplace, or in any vehicle, owned, leased or operated at MSS during work hours is prohibited. A controlled substance is one that is not legally obtainable, which is being used in a manner different from that prescribed or which is legally obtainable but has not been legally obtained.
- D. **Alcoholic Beverages:** The use of alcoholic beverages during MSS’s work hours is prohibited. The possession of alcoholic beverages during MSS’s work hours at any workplace owned or leased by MSS, including a vehicle, is prohibited.

Reporting for work, working, or attending an MSS program under the influence of alcohol is prohibited. Therefore, the use of alcohol, within four (4) hours before reporting to work, or attending a program operated by MSS, including during lunch periods away from MSS workplaces and program centers, is prohibited.

“Under the influence” is defined as being unable to perform work in a safe and productive manner, being in a physical or mental condition that creates a risk to the safety and wellbeing of the individual, other staff members, participants, workers, the public or MSS’s property.

- E. **Violation of the Policy:** Violation of the Drug Free Workplace Policy will result in disciplinary action, which may include discharge from employment or discharge from a program.
- F. **Employee Assistance Program:** Staff members who need assistance in overcoming controlled substances, prescription drugs, and alcohol dependency are encouraged to seek confidential help through MSS's Employee Assistance Program or other professional providers of dependency treatments in these areas. Conscientious effort by the staff member to seek help will help to keep the staff member employed at MSS and these efforts will be kept in strict confidence by the employee's supervisor. Persons receiving services who need assistance in overcoming controlled substance, prescription drug or alcohol dependency will receive referrals or appropriate intervention as part of their program plan.
- G. **Relation to Federal or State Law:** This policy will be superseded by any federal or state law or guideline that imposes a more stringent drug and alcohol policy, i.e., any Federal Department of Transportation regulations for persons driving commercial class vehicles.



Julie Johnson, President/CEO

December 28, 2018

Date

Related Forms:

- *Staff Acknowledgement Sign-off Sheet*



Acknowledgement

By signing below, I acknowledge that The Drug Free Workplace Policy has been reviewed with me and I have had the opportunity to discuss this policy with my supervisor. I understand that violation of the Drug Free Workplace Policy may be grounds for disciplinary action, which may include dismissal from employment or association with MSS.

Printed Name of Employee or Volunteer

Date

Signature of Employee or Volunteer

Signature of MSS Representative

Date