

**Options, Inc.**

**DRUG/ALCOHOL FREE WORK PLACE POLICY**

**I. Purpose**

To maintain our workplace free from the effects of alcohol and drugs in order to create a safe, healthful and efficient working environment. This policy applies to all individuals, employees, subcontractors, and volunteers.

**II. Procedures**

A. The use, sale, manufacture, distribution, or possession of illegal drugs while on the job, (including any work sites), or on our property or in our vehicles, machinery, or equipment or while performing business will result in corrective action up to and including termination.

B. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.

C. Any employee convicted of criminal drug use or activity must notify the program the program no later than five (5) days after the conviction.

D. Alcohol consumption is prohibited while on the job, (including any work sites), or on our property or in our vehicles, machinery, or equipment, or while performing business.

E. Being under the influence of a controlled substance under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair the staff person's ability to provide care or services while on the job, (including any work sites), or on our property or in our vehicles, machinery, or equipment, or while performing business is prohibited and will result in corrective action up to and including termination.

F. All employees will be free from the abuse of prescription medications.

Authorized by: \_\_\_\_\_

Executive Director

\_\_\_\_\_

Date