

DRUG-FREE WORKPLACE POLICY

Precious Life Shelter, Inc. (“PLS”) is committed to protecting the safety, health and well being of all clients, residents, employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment. PLS encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for PLS, is applying for a position or is conducting business on PLS's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to, all PLS staff, full-time employees, part-time employees, volunteers, interns and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for PLS. Therefore, this policy applies during all working hours, whenever conducting business or representing PLS and while on PLS property.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Notification of Convictions

Under the Drug-Free Workplace Act, any employee who is convicted of a criminal drug violation in the workplace must notify PLS in writing within five calendar days of the conviction. PLS will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate and/or otherwise required.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious:

1. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test;
2. If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

PLS recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy, encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

Confidentiality

All information received by PLS through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

1. Be concerned about working in a safe environment.
2. Support fellow workers in seeking help.
3. Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

1. Inform employees of the drug-free workplace policy.
2. Investigate reports of dangerous practices.
3. Document negative changes and problems in performance.
4. Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

1. All employees will receive a written copy of the policy.
2. The policy will be reviewed in orientation sessions with new employees.

Volunteer and Employee Certification

I acknowledge that I have read and understand this Drug Free Workplace Policy and agree to its terms and agree to abide by the policy and to notify the Executive Director if convicted of a violation of a criminal statute as specified above.

Volunteer/Employee Signature Date Executive Director