



Drug Free Workplace Policy

Second Step Housing has a responsibility to its employees, its clients, its volunteers and the general public to establish and maintain a drug-free work place. At all times, Second Step Housing intends to comply with the requirements set forth in (24 CFR 24.630.) the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is absolutely prohibited on Second Step Housing premises or while engaged in Second Step Housing activities or business. Further, an employee/volunteer may not report to work under the influence of alcohol or illegal drugs or use such substances on the work site or during the workday. Employees/volunteers are not prohibited from using drugs as prescribed by a physician. An employee/volunteer shall not report to work if the drugs will impair her/his ability to perform the job.

Employees violating this policy will be subject to immediate disciplinary action. The type of disciplinary action taken will depend on the situation. Discipline may include termination, suspension without pay, probation status, or a combination of these measures.

Employees/volunteers may be required to participate satisfactorily in a chemical dependency treatment program approved for such purposes by a federal, state, or local health or other appropriate agency. Satisfactory participation in treatment includes a requirement that the employee sign a Release of Confidential Information Consent form permitting the treatment program to communicate compliance to the Executive Director of Second Step Housing.

All employees must abide by the terms of this policy as a condition of employment. All volunteers must abide by the terms of this policy as condition of their volunteer status.

Any employee/volunteers charged of a violation of any criminal drug statute must, no later than five (5) days following being charged, notify her/his immediate supervisor. The supervisor must immediately notify the Executive Director.

Second Step Housing will establish and maintain a drug-free awareness program to inform employees/volunteers about the following:

- The dangers of drug abuse in the workplace.
- Second Step Housing's policy of maintaining a drug-free workplace.
- Drug treatment and rehabilitation programs available in the community and employee medical insurance coverage for such programs.
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

I have read, understand, and agree to abide by the conditions stated.

Name

Position

Date