

**The Providence Center
Policy & Procedure Manual**

Section: Human Resources
Policy Name: Drug/Alcohol Free Workplace

Policy Number: 3.08
Page: 1

Board Approved Policy: 10/4/2007 **Reviewed/Revised: 3/10/2008**

Chief Medical Officer's Signature (when applicable): _____

President/CEO Signature: _____

Effective Date: 2/1/1993

A. Policy:

Employees have the right to know the dangers of substance abuse in the workplace, The Center's policy about them, and what help is available to combat substance problems. The Center will institute an education program for all employees on the dangers of substance abuse in the workplace. To assist employees in overcoming problems, The Center offers the following rehabilitative help:

- * Medical benefits for substance abuse treatment
- * Information about community resources for assessment and treatment
- * Employee Assistance Program

Illegal drugs in the workplace are a danger to us all. In addition to involving violation of the criminal laws, they impair safety and health, lower productivity and the quality of our work, and undermine public confidence in the work we do.

All employees are prohibited from unlawful manufacturing, distributing, dispensing, possessing or using a controlled substance or alcoholic beverages at any location where Center business is conducted or services performed (except the moderate consumption of alcoholic beverages at major Center functions, where alcoholic beverages are served is not prohibited). The prohibition also includes the unlawful distribution, dispensing, use or possession of drugs whose use would be lawful if prescribed by a licensed physician. Drugs prescribed by the employee's physician may be taken during working hours. Abuse of prescription drugs will not be tolerated.

Any employee who violates the policy is subject to disciplinary action, up to and including termination.

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The Center reserves the right to offer employees who have violated this policy participation in an approved rehabilitation or substance abuse assistance program as a part of a disciplinary action, or, where applicable, as an alternative to other disciplinary action. If such a program is offered, and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.

B. Background: N/A

C. Definitions:

“**Controlled Substance**” is defined in 21 U.S. Code Section 812. Generally, it includes (but is not limited to) all illegal drugs and substances such as marijuana, heroin, morphine, cocaine, codeine or opium additives, LSD, DMT, STP, amphetamines, methamphetamine, and barbiturates.

D. Procedure:

Employees prescribed medication by a physician and taken during the workday should notify his/her supervisor if the use of the properly prescribed prescription drugs will affect his/her performance.

If The Center has reasonable cause to believe that an employee’s judgment or coordination or other senses are impaired by the use of alcohol or controlled substances, The Center may refuse to permit that employee to continue to work pending further investigation and place the employee on an administrative leave. Such investigation will be performed in an expeditious manner as possible and the confidentiality of the information developed in such an investigation will be preserved to the extent reasonably possible.

Each employee is required to notify the supervisor or the Chief Human Resources Officer within five (5) days after he/she is convicted for violation of any federal or state criminal drug statute, whether or not the offense is related to the workplace of Center employment. A conviction means a finding of guilt (including a plea of nolo contendere), or the imposition of a sentence by a judge or jury in any federal or state court.

The Chief Human Resources Officer or other designee will notify the appropriate state contracting officer or federal agency within ten (10 days after receiving such notice from an employee or otherwise receiving notice of such a conviction).

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If an employee is convicted of violating a criminal drug statute, whether on or off duty, he/she will be subject to disciplinary action, up to and including termination. Failure to give the required notice is a separate violation of Center policy.

E. Statutes, Regulations, and Standards:

The Center complies with the Drug Free Workplace Act of 1988 and the State of Rhode Island Drug Free Workplace Policy.

F. Distribution, Staff Development, and Training Requirements:

All staff will access the Policy and Procedure Manual on the TPC Intranet.

G. Monitoring Requirements: None

H. Forms and References:

Receipt for Equal Opportunity and Alcohol/Drug Free Workplace Policies

I. Originated By:

Chief Human Resource Officer