

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section Title	Section #		Subject #
Human Resources	Health & Safety	HR		514
Subject Title Drug-Free/Tobacco-Free Workplace		Adopted 04/24/00	Last Revised 5/23/16	Reviewed 10/30/06; 10/27/05; 1/22/07; 1/24/08; 1/26/09; 1/25/10; 1/24/11; 11/26/12; 11/25/13; 6/30/14; 5/18/15; 5/23/16

POLICY

Application

This policy shall apply to all employees and persons using The Right Door for Hope, Recovery and Wellness campus or property.

1.0 Drug-Free Workplace

- 1.1 The Right Door for Hope, Recovery and Wellness shall establish and maintain a drug-free workplace in compliance with the 1988 Federal Drug-Free Workplace Act.
- 1.2 The Right Door for Hope, Recovery and Wellness shall establish a Drug-Free Workplace Training Program to inform employees of:
 - 1.2.1 The Right Door for Hope, Recovery and Wellness policy and procedure regarding maintaining a controlled or illegal substance-free workplace;
 - 1.2.2 The dangers of substance abuse in the workplace;
 - 1.2.3 Available resources for drug counseling and rehabilitation programs;
 - 1.2.4 The penalties that may be imposed upon employees for drug abuse violations.

2.0 The Right Door for Hope, Recovery and Wellness Campus and Property

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled or illegal substance is strictly prohibited in any The Right Door for Hope, Recovery and Wellness campuses or properties.

3.0 Smoking/Tobacco/Electronic Cigarettes-Free Environment

In the interest of providing a safe and healthy environment for employees, consumers, and visitors, the following policy on tobacco use shall apply.

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- 3.1 Smoking/tobacco/electronic cigarette use is prohibited at all The Right Door for Hope, Recovery and Wellness campuses or properties.
- 3.2 No “smoking/tobacco/electronic cigarette use area” shall be designated at any The Right Door for Hope, Recovery and Wellness campuses, agency vehicles, and/or properties.
- 3.3 Violations shall be brought to the attention of the appropriate supervisory personnel and if necessary, referred to the CEO.

4.0 Zero Tolerance

The Right Door for Hope, Recovery and Wellness shall maintain a zero tolerance for controlled substances and their illegal use at its campuses, properties, and during work hours.

Reference

1988 Federal Drug-Free Workplace Act
CARF Section 1:Health & Safety

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Melissa McKinstry, Board Chairperson	Date		

Signed 7/25/2016