

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		514.1
Subject Title Drug Free Work Place	Adopted 4/12/02	Last Revised 3/9/17	Reviewed 4/1/05; 5/19/10; 2/13/14; 5/12/15; 3/9/17; 8/12/19

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Drug-Free Work Place

The following shall be established as the The Right Door for Hope, Recovery and Wellness drug-free awareness program:

- 1.1 The Right Door for Hope Recovery and Wellness Human Resources Policy HR-514, "Drug-Free/Tobacco-Free Work Place" as listed in the Human Resources Policies Manual.
- 1.2 A reference listing of locally available resources for drug and/or alcohol abuse counseling and rehabilitation (available on the intranet).
- 1.3 The Right Door for Hope, Recovery and Wellness Human Resources Policy HR-570, "Disciplinary Process", as listed in the Human Resources Policies Manual.
- 1.4 The Right Door for Hope, Recovery and Wellness Human Resources Policy HR-511, "Professional Conduct", as listed in the Human Resources Policies Manual.

2.0 Statement of Receipt

The Right Door for Hope, Recovery and Wellness employees shall sign a Statement of Understanding at the time of orientation. This statement shall be separate from the general receipt of understanding for all The Right Door for Hope, Recovery and Wellness Human Resources Policies. The employee shall be

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provided with a copy of the Statement of Receipt and a copy shall be placed in his/her personnel file.

3.0 Illicit and Licit Drugs

Use of illicit drugs is covered in Policy HR-514 "Drug Free/Tobacco-Free Workplace". For prescriptions of controlled substances, Human Resources shall be made aware of circumstances prior to the staff member bringing medications into the workplace as outlined in Policy HR-514.

4.0 Violation of Criminal Drug Statute

The CEO shall be responsible for notifications to any agency or governmental entity required, within ten (10) days after receiving notice of an employee's conviction for a violation of any criminal drug statute.

Reference

41 USC ss 702(a)

Kerry Possehn, Chief Executive Officer	Date		