

Assisting Angels Drug Free Workplace Employee Policy Statement

Assisting Angels drug free workplace policy is designed to help employees who need substance abuse assistance while, at the same time sending a clear message that the abuse of drugs and alcohol is not compatible with employment at Assisting Angels.

Assisting Angels prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, or being under the influence of alcohol or controlled substances in the workplace. Violation of this prohibition may result in termination of employment with Assisting Angels or other appropriate disciplinary action, including referral to a drug abuse assistance program.

Any employee who is convicted of a violation of a criminal drug statute shall, within five (5) days of the date of such conviction, notify his/her immediate supervisor in writing of such conviction. Assisting Angels, upon receiving such written notice, shall take one of the following actions within thirty (30) days:

- a. impose appropriate personnel action against the employee up to and including termination of employment; or
- b. require the employee to participate satisfactorily in a drug abuse assistance, counseling or rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

Assisting Angels requires a drug screen upon any offer of employment and also random drug screening of any person who receives wages and compensation from Assisting Angels at anytime during employment. A second test will be administered within 30 minutes of the first test. Positive results will be provided in writing to the employee within 24 hours of the time Assisting Angels receives the positive test results. Assisting Angels will keep drug-screening records for up to one year.

Test results, information, interviews, reports, statements, and memorandums received by Assisting Angels are considered confidential and may not be used, received, or discovered in civil, criminal, or administrative proceedings. Employers, laboratories, medical review officers, insurers, drug or alcohol rehabilitation programs, and employer drug prevention programs, and their agents who receive or have access to information concerning test results shall keep all information confidential. Release of such information under any circumstance shall be solely pursuant to a written consent form signed voluntarily by the employee tested unless the release is completed through disclosure by an agency of the state in a civil or administrative proceeding, order of a court of competent jurisdiction, or determination of a professional or occupational licensing board in a related disciplinary proceeding.

I, the undersigned, have received notice of the Assisting Angels policy regarding a drug-free workplace. I understand that compliance with this notice is a requirement to hold my job and continue my employment. I agree to comply fully with the above policy for as long as I am employed by Assisting Angels.

Name (print)

Signature

Date

