

Policy & Procedure

Possession/Use of Drugs & Alcohol

The Organization recognizes the volunteer's right to privacy; however, the Organization is committed to providing a safe, efficient and productive work environment for all volunteers. To promote this goal, the Organization will not tolerate the possession of or use of alcohol or drugs while on Organization premises or time. Volunteers are to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. No volunteer shall report to work or continue to work while under the influence of drugs or alcohol (except, for the use of physician prescribed medication of which the Manager/Director has been advised and approved in advance).

No volunteer shall possess, for use or sale, any quantity of any substance, drug or alcohol, other than authorized substances, while on Organization time or premises. Authorized substances include only (1) lawful over the counter drugs (excluding alcohol) in reasonable amounts, and (2) other lawful prescription drugs the possession of which management has been advised and approved in advance. The legal use of prescribed drugs is permitted on the job only if it does not impair a volunteer's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Please be advised that this policy has been created not only to promote the level of professionalism within our organization, but to ensure your own personal safety and the safety of those whom we serve every day. Thank you so much for your understanding and cooperation.

I have read and agree to adhere to the policy listed above.

Signature

Date

Printed Name