

## **Drug and Alcohol Free Workplace Policy for Basic Services**

### **Policy**

Lifeworks Services, Inc. does not permit employees, subcontractors, and volunteers to be under the influence of alcohol, or illegal drugs or impaired by any chemical or prescription/legal drug while on duty, transporting person(s) served, accompanying them into the community. The policy applies to all employees providing basic services under the Personal Support/Respite Program.

### **Procedure:**

- All employees are expected to report for work free from the effects of illegal drugs and alcohol.
- All employees must be free from the abuse of prescription/legal drugs or being in any manner under the influence of a chemical that impairs their ability to provide services or care.
- Employees also must notify their responsible party and Lifeworks supervisor of the use of prescribed medications or over-the-counter medications that may affect the individual's ability to work with vulnerable people or in any other way adversely affect the employee's ability to function while on the job.
- The use, possession, sale, distribution, transportation, or being under the influence of, drugs or alcohol while working is strictly prohibited.
  - All employees are expected to report to their responsible party and Lifeworks supervisor any observations of other employees engaging in activities that are in direct violation of this policy including but not limited to: suspected alcohol and drug possession, use or distribution thereof, odor of alcohol on the breath, observations of impaired motor skills, speech, unusual behavior or appearance.
  - Employees who engage in any of the prohibited conduct listed above are in violation of this policy and are subject to corrective action up to and including termination at Lifeworks.
  - Any employee convicted of criminal drug use or activity must notify their Lifeworks supervisor no later than five (5) days after the conviction. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.
  - Lifeworks designated staff person will notify the appropriate law enforcement agency when we have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession while on duty during work hours. Where appropriate, we will also notify licensing boards.
  - Employees needing help with drug or alcohol dependency are encouraged to seek assistance through our Employee Assistance Program, which is available to employees. Their number is 1-877-757-7587.