

ALCOHOL AND DRUG USE

- a) Any employee/staff member/contractor/volunteer (**CHAPTER NAME** representative) should report to work fit for duty and free of any adverse effects of drugs or alcohol. This policy does not prohibit **CHAPTER NAME** representatives from the lawful use and possession of prescribed medications. **CHAPTER NAME** representatives must consult with their doctor about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to the Executive Director.
- b) **CHAPTER NAME** will not allow any **CHAPTER NAME** representative to perform their duties while under the adverse influence of any substance that affects their ability to safely and effectively perform their job duties.
- c) If a **CHAPTER NAME** representative is or will be operating a vehicle owned or rented by **CHAPTER NAME** or in the service of **CHAPTER NAME**, alcohol, legal or illegal drug use is strictly prohibited. Misuse/abuse of alcohol or drugs at any time during the course of a **CHAPTER NAME** program function is not permitted. Underage drinking is strictly prohibited and will result in immediate termination.
- d) Any **CHAPTER NAME** representative who does not comply with this policy will be subject to the disciplinary action outlined in section 3. b).

DRUG-FREE WORKPLACE

- e) It is the policy of **CHAPTER NAME** to maintain a drug-free work-place at all times. The unlawful manufacture, distribution, dispensing, possession, or use of controlled or illegal substances is strictly prohibited at all **CHAPTER NAME** offices, sites, events, and activities.
- f) If an employee/staff member/contractor/volunteer (**CHAPTER NAME** representative) is found in violation of this policy, action(s) taken may include, but are not limited to:
 - i) Offending **CHAPTER NAME** representative will be immediately sent home at their own personal expense.
 - ii) Offending **CHAPTER NAME** representative will be subject to immediate suspension or dismissal from attendance at any **CHAPTER NAME** event at the time of violation or in the future.
 - iii) Offending **CHAPTER NAME** representative's services may be subject to immediate termination.
 - iv) Executive Director will be notified of the violation immediately, so that appropriate action may be taken.
 - v) At the Executive Director's discretion, in lieu of termination of services, offending **CHAPTER NAME** representative may be required to participate satisfactorily in a drug/alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, local health, law enforcement, or other appropriate agency.

- vi) If a **CHAPTER NAME** representative's services are rendered under a Federal, State, or local government grant or contract, in addition to complying with the above policy, the representative must notify the Executive Director of **CHAPTER NAME** of any criminal drug statute conviction for a violation that occurred in the work-place no later than five days after such a conviction.