

## **DRUG AND ALCOHOL FREE WORKPLACE**

Applicability: This policy applies to all Oak Hill employees.

### **A. General Provisions**

Oak Hill is committed to protecting the safety, health and well-being of all employees, program participants and other individuals in our workplace. We recognize that alcohol abuse and illegal drug use pose a significant threat to our goals. Employee involvement with the abuse of alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others and have a negative impact on productivity and morale.

This policy reflects Oak Hill's "zero tolerance" regarding the use and possession of drugs and alcohol and their impact on our workplace. To this end, Oak Hill requested, and received a designation from the State of Connecticut Department of Labor classifying our direct care positions as being "safety sensitive".

### **B. Covered Employees**

This policy applies to Oak Hill's President and senior officers, administrators, supervisors, managers, all employees, contractors, volunteers, interns and job applicants.

### **C. Applicability**

This policy is intended to apply whenever anyone is representing or conducting business for Oak Hill and at all company-sponsored activities whether or not on Oak Hill property.

An employee's use of drugs or alcohol while off duty may negatively impact his or her work performance by causing, for example, sleep deprivation and inattentiveness. Employees must use call-out procedures while their ability to perform job duties is impaired due to off-duty use of alcohol or drugs. Any employee who does not call out and is unable to perform job duties may be subject to discipline. Oak Hill may discipline staff for workplace behavior even if the cause of the behavior occurred while off duty.

## **D. Prohibited Behavior**

It is a violation of this policy to (1) use, possess, sell, trade, or offer for sale any illegal drugs, (2) possess or use alcohol at any Oak Hill program location, except when alcohol is served in accordance with this policy, (3) be under the influence of alcohol or illegal drugs while on duty or otherwise conducting business on behalf of Oak Hill or (4) engage in any activity which involves the abuse or irresponsible use of alcohol while representing or conducting business for Oak Hill.

Alcohol may only be served at Oak Hill events and locations with the advanced approval of the President or his/her designee. Persons serving alcohol must comply with all applicable state and federal laws and exercise professional responsibility and good judgment at all times.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician or pharmacist to determine whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, program participants or the public, it is the employee's responsibility to use appropriate call-out procedures.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this policy to intentionally misuse or abuse prescription medications.

## **E. Notification of Convictions**

Any employee who is convicted of a criminal drug or alcohol-related offense, including but not limited to driving while intoxicated, shall notify the Director of Human Resources in writing within five calendar days of the conviction. Federal and contracting agencies will be notified when appropriate. Disciplinary action will also be taken if appropriate.

## **F. Drug Testing**

Oak Hill requires all prospective employees to submit to a drug test as part of the post-offer, pre-employment process. These drug tests will be performed in compliance with Connecticut state law.

1. Each prospective employee who is given a conditional offer of employment shall be scheduled to be tested for the use of illegal drugs at the time of the post-offer physical examination or at another time to be arranged by the Human Resources Department. If a drug test is positive

for illegal drugs, the testing facility will notify Oak Hill and the prospective employee and will give the prospective employee instructions on how to obtain a copy of the results. The job offer will be withdrawn immediately.

2. If Oak Hill has reasonable grounds for believing that an employee is under the influence of drugs or alcohol, it may request that the employee submit to a drug or alcohol test, and/or submit to a search of the employee's personal property. Failure to comply with such a request shall not by itself be grounds for disciplinary action, but may be used as corroborating evidence if there are independent grounds for concluding that the employee is under the influence of drugs or alcohol.

## **G. Consequences**

Oak Hill encourages employees to voluntarily seek help with alcohol or drug problems. If, however, an employee violates this policy, the consequences are most serious.

An offer of employment may be withdrawn for a job applicant who violates this policy. Such applicant may not reapply. If a current employee violates this policy, he/she will be subject to discipline, up to and including discharge. Nothing in this policy prohibits such employee from being disciplined or discharged for other violations or performance problems.

## **H. Assistance**

Oak Hill recognizes that alcohol and drug abuse addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, Oak Hill: (1) encourages employees to seek help if they or their family members may have a drug or alcohol abuse problem; (2) encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help; and (3) allows the use of paid and unpaid leave of absence while seeking treatment for alcohol or drug problems.

Treatment for alcoholism or drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Employees who have questions about insurance coverage or leaves of absence for these issues should be directed to contact the Director of Compensation and Benefits in the Human Resources Department.

## **I. Confidentiality**

All information received by Oak Hill through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management practices.

## **J. Communication**

A safe and productive drug and alcohol free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play in this regard. Oak Hill employees are encouraged to support fellow employees seeking help and report dangerous behavior to their supervisor. Communicating our drug-free workplace policy to all Oak Hill employees is critical to our success. Employees will therefore review this policy annually through Staff Development and in their annual review of this Human Resources Manual.

Cross-reference: Discipline and Discharge

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