



## DRUG-FREE WORKPLACE POLICY

It is the purpose of ETCADA to help provide a safe and drug-free work environment for participants/clients of our programs and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of ETCADA.

ETCADA explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ETCADA premise, on any premise hosting an ETCADA program, or traveling to/from the worksite.
- Tobacco products may not be used on ETCADA premises or any premise hosting an ETCADA program.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the ETCADA'S premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk ETCADA's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from ETCADA'S premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk ETCADA'S reputation.
- The presence of any detectable amount of prohibited substance in the employee's system while at work, while on the premises of ETCADA or any of its program sites during the hours in which services are being delivered. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

ETCADA will conduct drug testing under any of the following circumstances:

**PRE-EMPLOYMENT TESTING:** All prospective employees will submit to a pre-employment drug test, according to DSHS Rule 448.601(e). Candidates who fail the pre-employment drug test will not be eligible for employment.

**RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by ETCADA, acting by and through the Board of Directors.

**FOR CAUSE TESTING:** The Company may ask an employee to submit to a drug or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

**POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or an injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

ETCADA recognizes drug and alcohol dependency as an illness and a significant health problem. Employees needing help addressing drug/alcohol dependency and or abuse are encouraged to seek help. If an employee self-reports a drug and/or alcohol use disorder and is willing to seek help, consideration regarding termination will be given. Factors to be considered will include but are not limited to job duties and responsibilities, credentials, and DSHS rules.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Employees must, as a condition of employment, abide by the terms of this policy and report in writing and verbally any convictions that occur while employed by the Council no later than five days after such conviction to the Executive Director.

I have read ETCADA's Drug-Free Workplace policy and have had the opportunity to ask for clarification of any aspects of this policy that I do not understand. I understand my employment in contingent upon compliance with this policy.

*Employee* \_\_\_\_\_

*CEO* \_\_\_\_\_

*Date* \_\_\_\_\_

**THIS FORM IS TO BE FILED IN SECTION II OF THE EMPLOYEE'S PERSONNEL FILE**