

# **The Roman Catholic Diocese of Burlington**

## **Parish H.R. Policies and Procedures**

<b>SUBJECT: Drug and Alcohol Free Workplace</b>	<b>Policy Number HR 0012</b>
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: November 1, 2013

### **INTRODUCTION**

The use of drugs and alcohol has no part in the workplace. To ensure the safety of co-workers and Parishioners, employees must be drug and alcohol free.

### **DRUG & ALCOHOL POLICY**

The unauthorized or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all Parish facilities, on all Parish property, in all Parish-owned vehicles, and at any Parish-sponsored activity. As a condition of employment, all employees must abide by this prohibition.

### **PROCEDURE**

1. All employees are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol or drugs while at work or on duty.
2. Off-the-job use of drugs, alcohol, or other prohibited substances which result in impaired work performance, including, but not limited to, absenteeism, tardiness, the production of poor work, or harm the Parish's mission is prohibited.
3. The proper use of medication prescribed by your physician is not prohibited; however, we do strictly prohibit the misuse of prescribed medication, and require all employees using drugs at the direction of a physician, to notify their supervisor when/if these drugs may affect their job performance, such as causing drowsiness. We may also require a note from your physician.
4. We reserve the right to investigate potential violations. Employees will be subject to discipline up to and including discharge for refusing to cooperate with investigations, or execute consent/release forms when required by appropriate management to go for counseling.
5. Employees, who voluntarily come forward before being confronted or involved in drug-related disciplinary proceedings, may be provided rehabilitative opportunity leave, at the expense of the employee, or the opportunity to resign, as determined by the Pastor/Administrator.
6. Any staff knowingly aware of the mismanagement of any controlled substance is subject to immediate termination.

Any violation of this policy will result in disciplinary action up to and including termination.

***\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***