

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Drug and Alcohol Free Workplace	Policy Number 0008
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: 10/1/2017; 3/7/2019

INTRODUCTION

Vermont Catholic Charities, Inc., believes that illegal drugs, medical marijuana and the abuse of alcohol have no reason to be a part of the workplace. The care that we provide to our residents is critical and employees must be drug and alcohol free to ensure the safety of our residents.

DRUG & ALCOHOL POLICY

The unauthorized or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all Organizational facilities, on all Organization property, in all Organizational-owned vehicles, and at any Organizational-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 while at work or on duty.
2. Off-the-job use of drugs, medical marijuana, 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 Organization's image, 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 Organization.
6. Any staff aware of mismanagement of any controlled substance in our Nursing Office, and who fails to immediately report the mismanagement to administration, 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 including HR 005, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*