

D-VISS-13: POLICY AND PROCEDURE ON ALCOHOL AND DRUG USE

New 7/13

I. PURPOSE

The purpose of this policy is to establish guidelines regarding the use of alcohol, prescription/legal drugs, chemicals, or illegal drugs while employees (also referred to as staff), subcontractors, and volunteers are on duty, whether they are at the program site, transporting persons served, or with persons in the community.

II. POLICY

It is not permissible for employees, subcontractors, and volunteers to be on duty, transporting a person(s) served, driving on company business, or accompanying a person served into the community when under the influence of alcohol or illegal drugs or impaired by any chemicals or prescription/legal drugs.

Partnership Resources, Inc. (PRI) will give the same consideration to employees, subcontractors, and volunteers with chemical dependency issues as it does to those having other health issues.

PRI will train employees, subcontractors, and volunteers on PRI's alcohol and drug policy.

III. PROCEDURE

- A. Any employee, subcontractor, or volunteer, while directly responsible for persons served, are prohibited from abusing any prescription/legal drugs, or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care including alcohol, prescription/legal drugs, or illegal drugs.
- B. When prescription or over-the-counter drugs may affect behavior and performance, the employee, subcontractor, and volunteer must inform the Program Director. Re-assignment, light duty assignment, or temporary relief from duties may be required.
- C. At any time, the sale, purchase, transfer, use, or possession of illegal drugs or alcohol, and/or the involvement in these activities of any individual during work hours or at a program site will result in disciplinary action up to and including termination.
- D. Prescription drugs that belong to an employee, subcontractor, or volunteer are to be stored in a location that is not accessible to any person served.
- E. Employees, subcontractors, or volunteers may be allowed to store alcoholic beverages temporarily at a program site for PRI events in a locked cabinet. The temporary storage of alcohol for an event will be determined and organized by the event organizer.