

1.06 Drug and Alcohol Policy

Policy Title	1.06 Drug and Alcohol Policy
Policy Owner	Human Resources Department
Policy Approver(s)	Director of Human Resources, CFO, COO, President
Storage Location	ctsfw.mypolicies.com
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Purpose

CTSFW has a vital interest in ensuring a safe, healthy, and efficient working environment for our personnel and the students we serve. The purpose of this policy is to outline expectations of personnel behavior during working hours with regards to drugs and alcohol, and the expectations of CTSFW should there be an instance of drug or alcohol abuse.

Scope

The Drug and Alcohol Policy applies to all CTSFW personnel, including all temporary or contract workers, volunteers and visitors.

Definitions

- **Drug:** An illegal substance, or a legal substance consumed in an inappropriate or non-prescribed manner.

Governing Laws and Regulations

- The United States Code, Title 29 (United States) describes the legislation outlining occupational safety and health for organizations operating in the United States.

Policy

- CTSFW personnel are expected to come to work fit for duty and maintain that status throughout the working day.

- Personnel will be expected to carry out assigned tasks safely and free from the influence or after-effects of any substance, be it prescription or non-prescription, legal or illegal.
- Personnel and visitors of CTSFW shall not arrive at work under the influence or experiencing the after-effects of drugs or alcohol.
- Personnel and visitors shall not consume drugs or alcohol while at work, or during any sanctioned breaks. This does not include the authorized use of alcohol at CTSFW-sponsored functions or activities.
- Personnel and visitors of CTSFW shall not manufacture, distribute, purchase, advertise, offer to sell, transfer, possess or consume drugs or alcohol at work.
- CTSFW reserves the right to perform drug and alcohol testing and searches for drugs and alcohol if the presence of or use of drugs or alcohol, individually or in tandem, is in question. Searchable areas include, but are not limited to: desks, filing cabinets, lockers, storage facilities, company vehicles, and packages.
- Should drugs or alcohol be found during a search or the use of drugs or alcohol be suspected or observed by members of personnel, the proper authorities will be engaged and all personnel responsible are subject to criminal persecution by law and disciplinary action by CTSFW, up to and including termination.
- If any member of personnel is found in possession or under the influence of illegal drugs or alcohol and is not terminated, they will be required to utilize the Employee Assistance Program to undergo treatment. If they do not comply or if a second instance occurs when tested, termination will likely follow.

Responsibility to Report

- The health and safety of CTSFW personnel is the responsibility of everyone in the organization. Anyone on CTSFW property who is in violation of any terms in this policy should be reported to the Director of Human Resources or Public Safety immediately. Failure to do so jeopardizes the health and safety of all personnel, students and visitors on campus.
- No member of personnel shall be reprimanded, disciplined or otherwise punished for reporting a violation of this policy in good faith.

Rehabilitation and Substance Abuse Assistance

- CTSFW is cognizant of the fact that a certain percentage of the population has issues with drugs and/or alcohol. To that fact, CTSFW supports the attendance in drug and alcohol rehabilitation programs and therapies to resolve those issues.

- In the event where a member of CTSFW personnel has identified an issue involving drugs and/or alcohol and seeks assistance, CTSFW may modify the duties of the employee and/or grant leave to attend drug and alcohol rehabilitation programs. Participation must be full and complete and does not exclude the employee from the Personnel Code of Conduct upon return to regular duties as outlined in their original job description.