

Liberty Consolidated Planning Commission

Drug-Free Workplace Policy

APPM 11.6.13.2

Approved: November 18, 2013

DRAFT

A. Purpose and Intent

Liberty Consolidated Planning Commission (LCPC) is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

B. Covered Employees

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees and applicants.

C. Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, or while on call or paid standby.

D. Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade and/or offer for sale controlled substances or alcohol. The presence of an amount of any controlled substance that results in a positive test is prohibited.

E. Controlled Substances

As used in this policy, controlled substances include any drug that is illegal under federal or state law, or that is legally obtainable but has not been legally obtained. The term includes prescribed drugs which are not being used for the prescribed purpose or in the prescribed manner. Examples include but are not limited to:

| | | |
|--------------|----------------------------|--------------------------------|
| Marijuana | Cocaine | Stimulants, depressants |
| Opiates | Crack, phencyclidine (PCP) | Alcohol in one's body |
| Amphetamines | Narcotics, barbiturates | above the states driving limit |

F. Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification.

G. Searches

Entering the organization’s property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, and vehicles and equipment.

H. Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. Testing will be conducted for the following reasons:

1. Pre-Employment: Pre-employment testing will take place after a conditional job offer has been extended. Post-offer applicants who test positive for drugs or alcohol will be rejected for employment.
2. Post-Accident: Any employee involved in an on-the-job accident requiring professional medical attention or an accident while driving the LCPC vehicles will be subject to immediate testing.
3. Reasonable Suspicion: Employees may be subject to testing based on a belief by agency management that an employee is using or has used drugs in violation of this policy.

I. Substances Tested For May Include:

| | | |
|--------------|--------------------------------|---------------------|
| Amphetamines | Cocaine | Phencyclidine (PCP) |
| Opiates | Cannabinoids (THC) (Marijuana) | Alcohol |

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine, blood or saliva. Any employee who tests positive will be immediately discharged from employment.

J. Medication Guidelines

Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. There are numerous over-the-counter and prescription drugs

that may negatively impact safe work performance. Therefore, employees are expected to consult with their personal physician or other health care professional to determine if use of such medication will have any potential negative impact on safe job performance. Use of medication that may pose a threat to workplace safety must be discussed with the employee's supervisor.

K. Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

If an applicant violates the drug-free workplace policy, the offer of employment will be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be discharged from employment. Additionally, an employee will be subject to immediate discharge for any of the following:

- Refusing the screening or the test
- Not signing required forms
- Adulterating or diluting the specimen
- Substituting the specimen with that from another person or sending an imposter
- Refusing to cooperate in the testing process in such a way that prevents completion of the test

L. Assistance

This agency recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

M. Confidentiality

All information received by the organization through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

N. Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to report dangerous behavior to their supervisor.

O. Supervisor Responsibilities Include:

- Inform employees of the drug-free workplace policy
- Observe employee performance
- Investigate reports of dangerous practices
- Document negative changes and problems in performance
- Ensure that employees are fit for the duty they are assigned
- Enforce the agency's drug-free workplace policy

P. Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure that all employees are aware of their role in supporting our drug-free workplace program, all employees will receive a written copy of the policy and the policy will be reviewed in orientation sessions with new employees.

**Adopted by the Liberty Consolidated Planning Commission Governing Board,
Hinesville, Georgia, this _____ day of _____, 2013.**

Sandra Martin, LCPC Governing Board Chair

Attest: Jeff Ricketson, LCPC Executive Director

- Signature page -

Please read the LCPC Drug-Free Workplace Policy carefully to ensure that you understand the policy before signing this document.

Jeff Ricketson, Executive Director

Date: _____

Donna Shives

Date: _____

Gabriele Hartage

Date: _____

Joey Patenaude

Date: _____

Melissa Jones

Date: _____

Nils Gustavson

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Abe Nadji

Date: _____

Curles Butler

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