

PROCEDURE NO. 4-10-41

ISSUED: 01-05-94

REVISED: 12-27-24

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SUBJECT: Alcohol and Drug Abuse

PURPOSE: To carry out the mandate of Organization Operations Policy No. 1.

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Employees are prohibited to use or possess alcohol, marijuana (medical or not) or illegal drugs at any time they are on duty. This is also forbidden when they are anywhere on Woodhaven’s premises whether in the Administrative Offices or in Individualized Supported Living homes, whether on duty or not. One exception for alcohol only may be when a live-in employee is not on duty and is in his/her private quarters. Employees who are under the influence of alcohol, marijuana (medical or not) or drugs while on the job will be subject to disciplinary action.

Employees shall not consume (in any form) or be under the influence of marijuana (medical or not) while on the job.

Employees who appear to be impaired shall be relieved of duty by the supervisor and advised someone can be called to pick them up or law enforcement will be called.

Any sale of illegal drugs by an employee on the organization’s premises will be treated as gross misconduct, punishable by immediate discharge for the first offense. Any off-duty employee who is arrested for selling drugs will be suspended without pay and discharged if he/she subsequently is convicted of a criminal offense.

Employees who must use a prescription drug that causes adverse side effects (e.g., drowsiness or impaired reflexes or reaction time) should inform Human Resources they are taking such medication on the advice of a physician. Such employees are responsible for informing their supervisor of the possible effects on performance and the expected duration of use. If an employee is using a drug that could cause injury or neglect or safety problems, the Human Resource Director may grant the employee time off or temporarily assign the worker different duties.

Employees are prohibited from operating a Woodhaven vehicle or transporting individuals supported while under the influence of alcohol, marijuana (medical or not) or other illegal substances and if a prescribed medication causes adverse side effects that could cause impaired reflexes or reaction time. Driving is an essential function for many of the direct support positions and under no circumstances should an employee be operating a vehicle while in an impaired state.

For drug and alcohol testing, see Procedure 5-2-17.

Approved by: _____

Date: _____

Human Resource Director