

The Arc of the Ozarks
CHAPTER 6 – HUMAN RESOURCES
POLICY 6.809

SUBJECT	EFFECTIVE DATE	REVISION DATE	PAGE
DRUG AND ALCOHOL FREE WORKPLACE	11-01-09	1-23-2023	1

Policy:

The policy of The Arc of the Ozarks is to maintain a workplace that is free from the effects of the misuse and/or abuse of drugs and alcohol. Reporting for work under the influence of drugs and/or alcohol is prohibited. This policy applies to all employees and applicants for employment of The Arc of the Ozarks.

Comment:

1. All prospective employees of The Arc of the Ozarks to whom a conditional offer of employment has been made are required to undergo pre-employment drug testing, and must receive a negative drug test result as a condition of employment. If a saliva or other instant drug test is administered by Arc of the Ozarks on-site and receives a non-negative result, the prospective employee will be directed immediately to an independent testing facility for a confirming test. A refusal to undergo the pre-employment drug testing or a confirmed positive test result by an applicant will be grounds for denial of employment.

The Arc of the Ozarks shall have the right to conduct periodical drug testing in regard to any program within the agency.

2. Employees will be subject to disciplinary action, up to and including dismissal, for violations of this policy. Such violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics, possessing marijuana or being under the influence of marijuana or other drugs at work, possessing alcoholic beverages or being under the influence at work; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on The Arc of the Ozarks premises and work sites. Exemptions for alcohol shall be made for approved fundraising events. Employees, their possessions, and Arc of the Ozarks issued equipment and containers under their control are subject to search and surveillance at all times while on Arc of the Ozarks premises or while conducting Arc of the Ozarks business (See Security, Policy 6.606).
3. Employees may be required to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. If an employee refuses to submit to a random drug screen test, then employment will be terminated immediately.
4. The Arc of the Ozarks will assist employees who voluntarily seek help for drug and/or alcohol problems before becoming subject to reasonable suspicion drug or alcohol testing. Such employees may be allowed to use accrued paid time or other

accommodations. Employees may be required to document that they are successfully following prescribed treatment and take and pass follow-up drug or alcohol testing. Once a drug test has been initiated under this policy, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

5. Employees who are involved in an automobile accident will be required to take a drug test. Testing positive for illegal drugs or alcohol is a violation of this policy. If the drug and alcohol test results are positive, the employee is in violation of this policy. Employees who are convicted of any criminal drug or alcohol related offense must report such conviction to the Human Resources Department within five days, and the Human Resources Department is then to take appropriate action as required by law. If an employee sustains an on the job work injury (workers compensation claim) the employee will be required to submit to a drug screen test (refer to Arc policy 6.608 # 2).
6. Supervisors should report immediately to the Department Head any action by an employee who demonstrates an unusual behavior pattern. The Department Head and the Human Resources Department will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. The supervisor will transport the employee to the designated facility for a reasonable suspicion drug and/or alcohol screening. Normally, employees will not be permitted to work until a negative test result is received.
7. Employees who need to use prescribed drugs or narcotics, while at work, and where such use may impair their ability to perform their jobs safely and effectively, must report this requirement to the employee's supervisor and/or the Human Resource Department. Depending on the circumstances, employees may be re-assigned, forbidden to perform certain tasks, or even not allowed to work if they are judged not able to perform their jobs safely and properly while taking prescribed drugs or narcotics. (see Medical Procedures, Policy 6.203).