

409 ALCOHOL/ DRUG-FREE WORKPLACE POLICY

I. Purpose

As part of its continuing efforts to protect the health, safety, and security of employees, volunteers, and program participants it is Stonebridge World School's policy to create a drug free workplace. The use of controlled substances, the abuse of alcohol, the misuse of other dangerous substances (eg. glue, paint, cleansers), or the misuse of prescription or over-the-counter medications at work (hereinafter "substances") is inconsistent with the behavior expected of employees, program participants and visitors. Employee use of substances while on the job undermines Stonebridge World School's ability to operate effectively and efficiently.

II. General Statement of Policy

1. Work Rules on Drugs and Alcohol

- a. The use (except as strictly approved for Organizational sponsored events as approved by the Executive Director or Board of Directors), possession, manufacture, sale, solicitation, distribution, dispensation or transfer of substances at Stonebridge World School property, including parking lots or grounds, or while engaged in Stonebridge World School business off premises.
- b. Employees from reporting to work under the influence of substances or using substances or using substances during working hours, including breaks.

2. Enforcement Rules

- a. Any employee convicted under any criminal drug statute for a violation of such law occurring at the workplace must notify his/her supervisor within five days of any such conviction.
- b. Stonebridge World School will turn over to an appropriate law enforcement agency any illegal controlled substance found at Stonebridge World School (including parking lots and grounds) or in any Stonebridge World School vehicle.

3. Right to Conduct a Search

- a. Stonebridge World School reserves the right to take necessary action to maintain a safe work environment free from drugs and alcohol.
- b. Such action may include, but is not limited to, inspections or searches of Stonebridge World School premises and/or property.
- c. A property search will be conducted by Stonebridge World School's Executive Director.

III. Alcohol and Drug Testing

It is the policy of Stonebridge World School to provide the best possible work environment by ensuring its employees' reliability, predictability, and safety. In order to promote this policy, Stonebridge World School prohibits the use, possession, sale, or transfer of alcohol and drugs. (For the purpose of this policy, "drugs" means any controlled substance.) This ban covers all employees of Stonebridge World School and those job applicants to whom employment has been conditionally offered ("job applicant"). The ban applies in the following places: Stonebridge World School's own premises; the parking lots and other public or semi-public spaces near the premises of Stonebridge World School; and all places where an employee's presence or performance is necessary to perform the work required by Stonebridge World School.

To further its policy prohibiting the use, possession, sale or transfer of alcohol and drugs, Stonebridge World School may conduct drug and alcohol testing.

1. **Reasonable Suspicion Testing:** Stonebridge World School may request or require an employee to undergo testing when it has a reasonable suspicion that the employee:
 - a. Is under the influence of drugs or alcohol; or
 - b. Has violated Stonebridge World School's rules governing the use of drugs or alcohol; or
 - c. Has sustained a personal injury or has caused another to sustain a personal injury; or
 - d. Has caused or been involved in a work-related accident.
2. **Treatment Program Testing:** Stonebridge World School may request or require a drug or alcohol test, without notice, of any employee who has been referred to chemical dependency treatment or evaluation or who is participating in a chemical dependency treatment program under an employee benefits plan.
3. **Employment Actions:** No employment action will be taken against an employee or job applicant after a first positive drug or alcohol test unless there is a positive confirmatory test. Stonebridge World School may suspend an employee if necessary for the safety of the employee or of others until the confirmatory test results are received.
 - a. Stonebridge World School may take disciplinary action, including suspension, against an employee who tests positive on a confirmatory test for the first time.
4. **Right to Refuse Testing:** An employee or job applicant has the right to refuse testing when Stonebridge World School requests or requires it. If an employee or job applicant refuses, however, he/she will lose his/her job or conditional job offer.

Approved: October 2011

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