

**DRUG-FREE WORKPLACE
POLICY & PROCEDURE**

POLICY:

Communities In Schools - Bay Area, Inc., (CIS-Bay Area) is committed to maintain a drug-free and alcohol-free work place which will help ensure a safe and productive workplace. CIS - Bay Area strives to be a positive role model for the clients we serve. For the purpose of this policy, “workplace” is defined as any CIS-Bay Area work environment or any other site where CIS - Bay Area work is performed. This policy applies to all employees and volunteers regardless of rank or position within CIS - Bay Area.

PROCEDURE:

- A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on or in the workplace is prohibited.
- B. Being under the influence of alcohol or other drugs while on or in the workplace is prohibited. The unauthorized use or possession of alcoholic beverages and abuse of prescription drugs or over-the-counter drugs on or in the workplace is prohibited.
- C. Employees or volunteers who violate the substance abuse policy are subject to appropriate disciplinary action up to and including termination.
- D. CIS - Bay Area shall implement a drug-free program which will inform employees and volunteers of the following:
 - The dangers of drug abuse in the workplace
 - CIS - Bay Area’s policy of maintaining a drug-free workplace
 - Any available drug counseling, rehabilitation, or employee assistance programs
 - The penalties that may be imposed upon employees for drug and/or alcohol abuse and violations of this policy
- E. Any CIS - Bay Area employee or volunteer who has been convicted under any criminal drug statute occurring in the workplace shall notify his/her supervisor no later than five days after such conviction.
- F. Employees and volunteers agree to random drug testing at the discretion of CIS – Bay Area administration.
- G. All CIS - Bay Area employees and volunteers will sign an acknowledgement that he/she has received a copy of this policy and agrees with its terms. The signed acknowledgement will be maintained in the employee’s or volunteer’s file in the Administration office.

I have received a copy of “CIS - Bay Area Drug-Free Workplace Policy & Procedure”. I understand and accept its provisions as terms of my employment or volunteer assignment with CIS - Bay Area. I recognize that any violation of this policy could result in disciplinary action up to and including termination. I hereby agree to abide by the terms of this policy.

Employee / Volunteer Signature Date

Supervisor’s Signature Date