

<u>Policy # 24</u>	
SUBJECT:	Drugs in the Workplace
DATE ISSUED:	July 1, 2021
DATE EFFECTIVE:	July 1, 2016

PURPOSE: To establish policy to provide for a drug and alcohol-free workplace.

REFERENCES: March 18, 1989, Drug Free Workplace Act

BACKGROUND: Effective March 18, 1989, the federal government enacted the “Drug-Free Workplace” Act. This act requires that any agency which receives federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy is published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

POLICY: The WDB-KC recognizes the importance of a safe, efficient, and healthy work environment for all employees. Being under the influence of any drug on the job poses serious risks to a person's health and safety and jeopardizes the public trust that has been placed in the WDB-KC. Consequently, the WDB-KC has developed the following policy, in accordance with the Drug-Free Workplace Act of 1988.

The WDB-KC absolutely prohibits any use, consumption, sale, purchase, transfer, or possession of any controlled substance by any employee while on duty or while on worksite of the WDB-KC premises. In addition, employees are strictly prohibited from being under the influence of any controlled substance while performing worksite assignments or while attending WDB-KC sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition and permitted only to the extent that the use of such medications does not adversely affect the employee's ability to function at work, job performance, safety of the employee or others.

As a condition of employment, employees agree to abide by the terms of the prior paragraph; and to notify the WDB-KC of any criminal drug or alcohol statute conviction no later than 5 days after such conviction. The WDB-KC is required by law to notify our federal funding source of any convictions.

An employee who violates this policy shall be subject to disciplinary action up to and including termination. Sanctions may include, but not be limited to, a requirement that the employee participate in a substance use disorder assistance or rehabilitation program.

Because worksites provide day-to-day supervision for employees, those agencies shall be required to assume primary responsibility for the enforcement of this policy as an express condition of their worksite status. A worksite who knowingly permits the violation of this policy or who otherwise fails to provide a drug-free environment, shall risk the immediate loss of the WDB-KC's services.



ACTION: WDB-KC will make employees and contractors aware of said policy and provide copies.