



## **Drug Free Workplace Policy**

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Date of Last Review: 11/10/20

### **I. Purpose**

In compliance with the Drug-Free Workplace Act of 1988, UCP of Maine is committed to the elimination of drug and alcohol use and abuse in the workplace. Alcohol and drug abuse poses a threat to the health and safety of UCP employees and to the security of the company's equipment and facilities.

### **II. Scope**

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all employees, volunteers and contracted staff. The Human Resources department is responsible for policy administration.

### **III. Substance Abuse Awareness**

Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which is also available to make referrals to the company Employee Assistance Program to assist employees with drug or alcohol problems. Employees may also access the Employee Assistance Program independently.

### **IV. Employee Assistance**

UCP of Maine will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other UCP policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their health care providers about the medications' effect on their fitness for duty and ability to

work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to UCP, underlying medical conditions unless directed to do so.

## **V. Work Rules**

1. Whenever employees are working, are operating any company-owned vehicle, are driving for work purpose are present on UCP premises or are conducting company-related work offsite, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of any amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. UCP will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **VI. Crimes Involving Drugs**


UCP prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. UCP employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

UCP does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, UCP reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with UCP.

Under the Maine Daycare Licensing Standards, UCP is required to report employee OUI convictions or any other convictions which involve substance abuse to that licensing body.

**VII. Annual Notification**

UCP of Maine will provide each member of the staff/volunteers of the agency with a copy of this policy. Members will be required to sign a statement of receipt for the policy, in order to comply with the requirements of the statute.

  
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Scott Tash, CEO

  
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Date