

AARC'S Zero Tolerance Drug Testing Policy

Policy Statement:

The Alamo Area Resource Center policy dictates that all AARC workplaces be free of alcoholic beverages, inhalants, illegal drugs as prescribed by Drug-Free Workplace Act of 1988 and the Texas Workers Compensation Commission.

This policy prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcoholic beverages or any controlled substance, including inhalants and illegal drugs in the workplace.

Each AARC employee must comply with this policy as a condition of employment. Employees who violate any provision of this policy are subject to disciplinary action up to and including dismissal.

Definitions as used in this policy:

- 1) "Substance" means alcohol or drugs.
- 2) "Alcohol" means ethyl alcohol or ethanol
- 3) "Drugs" means any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.
- 4) "Employee" means all persons who work full time, part time, or under contract for a company, including management staff.

The policy concerning drug and alcohol use and abuse is as follows:

- 1) The Alamo Area Resource Center, Inc. will not hire anyone who is known to currently abuse substances.
- 2) Employees must report to work in a fit condition to perform their duties. Being under the influence of drugs or alcohol is not acceptable and subjects the employee to discipline or immediate termination. From a safety perspective, the users of drugs or alcohol may impair the well being of the clients being served, the employees, the public at large, and result in damage to agency property.
- 3) Any employee on company business, on or off company premises, is prohibited from purchasing, transferring, using or possessing illicit drugs or using alcohol or prescription drugs in any way that is illegal or may impair an individual's ability to perform his/her assigned job, tasks, or otherwise affect the agency's interests. Such behavior subjects the employee to immediate termination.
- 4) Any employee on physician-prescribed medication must notify a designated company official if there is likelihood that such medication could affect drug test results.
- 5) Employees who are involved in off-the-job drug or alcohol related behavior that may negatively reflect on the Alamo Area Resource Center may be considered to be in violation of AARC's substance abuse policy and may constitute grounds for discipline or termination when this involvement adversely affects AARC.

- 6) Where available evidence warrants, the company will bring matters of illegal drug or alcohol use to the attention of appropriate law enforcement authorities.
- 7) This drug policy provides for an independent confirmatory test from the same as the initial specimen at the request of and at the expense of the employee.
- 8) Employees are warned that a positive test could result in dismissal.
- 9) To comply with the Drug-Free Workplace Act of 1988 and the rules of the Texas Worker's Compensation Commission. AARC reserves the right to conduct drug testing under the following situations.

Employment:

- Test all full-time and part-time applicants.
- Applicants who test positive will not be considered suitable for employment.

Employees are tested if they:

- Are involved in an on-the-job accident;
- Engage in unsafe behavior or activities on the job;
- Pose a danger to themselves or others; or
- Pose a danger to the overall operation of the Agency.

Employees are tested on the basis of:

- Direct observation of drug use or the physical symptoms of being under the influence of a drug or alcohol;
- Abnormal conduct or erratic behavior while at work; or
- Absenteeism, tardiness or deterioration in work performance, which is continuous and repeated overtime.

- 10) AARC's policy applies to all employees regardless of position or classification.
- 11) Where additional testing is imposed on some but not all employees, there must be a rational basis for such additional testing set out in the policy.
- 12) AARC retains the right to utilize all investigative techniques available, including testing and analysis as required, to detect policy violation.

The Alamo Area Resource Center actively encourages any employee with alcohol or drug dependency concerns to seek professional assistance before the problem leads to any incident that may result in discipline or termination. Should an employee come forward prior to test results being known, the substance use in and of itself shall not necessarily result in termination. An immediate conference with the Executive Director and the employee who comes forward prior to the test results will offer the employee opportunities to seek assistance for treatment and outline specific plans for the employee at the agency. An employee's request to submit to an alcohol or drug rehabilitation program does not waive the application of this policy to the employee.