



**Title: Drug Free Policy**

**Originated: 5/2009    Reviewed: 7/2013**

**POLICY STATEMENT:** Douglas Services is concerned about the health and safety of all individuals and the safeguarding of agency property. All reasonable efforts will be made to provide a safe and secure Drug-Free environment for participant, customers, staff and any other work-related contacts.

**BACKGROUND / PURPOSE:** To ensure that the work environment remains drug free. Douglas Services has established a policy and procedures to support this effort.

Employee agrees to report to work free from the influence of alcohol and illegal drugs. Employee realize that reporting to work under the influence of alcohol or any illegal drug, having an illegal drug in his/her system, or using, possessing, or selling alcohol or illegal drugs while on Douglas Services work time, vehicles, or premises will result in their immediate termination of employment. Douglas Services may use drug testing as a means of enforcing this policy and, as part of the monitoring efforts, Douglas Services employees may be subject to random alcohol and drug testing.

**Pre-employment Drug Screening:**

1. The following minimum sanctions are to be imposed on applicants who have been convicted of a criminal drug offense:
  - 1.1 Disqualification from employment in any position for a period of two (2) years from the date of conviction for the first offense; and
  - 1.2 Disqualification from employment in any position for a period of five (5) years from the most recent date of conviction for the second or subsequent offense.