



Employment/Volunteer Policy Drugs & Alcohol

Employees and volunteers are prohibited from using, distributing, possessing, selling or reporting to work under the influence of, or otherwise affected by, drugs or alcohol. The Mission of Hope has always maintained a strong commitment to provide a safe, efficient and productive work environment. The Mission of Hope wants to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and those of their coworkers. In keeping with this commitment, the Mission has a strict policy regarding the inappropriate use and possession of drugs and alcohol.

This policy recognizes that employees' involvement with alcohol or drugs can be extremely disruptive and harmful in the workplace. It can adversely affect productivity and work performance, and it can pose a serious safety and health risk to the user and others. The Mission of Hope's strong commitment to safety and an efficient and productive work environment is jeopardized when any employee or volunteer illegally uses drugs on or off the job, arrives at work under the influence of drugs or alcohol, possesses, distributes or sells drugs in the workplace or uses alcohol on the job.

Therefore, Mission of Hope has established this policy to discourage substance abuse. The following actions and conduct are prohibited under this policy:

1. It is a violation of Mission policy for any employee/volunteer to use, possess, sell, trade, or offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs whether on or off the job.
2. It is a violation of Mission policy for any employee or volunteer to report to Mission of Hope under the influence of or while possessing in his/her body, blood or urine, illegal drugs in any detectable amount.
3. It is a violation of Mission policy for any employee/volunteer to report to work under the influence of or impaired by alcohol. The consumption or possession of alcoholic beverages on the Mission's premises (including parking lots or while operating a vehicle for the Mission) is strictly prohibited.
4. It is a violation of Mission policy for an employee/volunteer to use prescription drugs illegally, to use prescription drugs that have not been legally obtained or for

the purpose other than as prescribed. Anyone taking medication by a physician's order must have this verified to the Mission of Hope by the physician who must also verify that the medication poses no hazard to the individual or to others.

I understand and agree to comply with the Mission of Hope's Drug & Alcohol Policy. I understand that failure to comply means I will not be allowed to work or volunteer at Mission of Hope.