

DRUG FREE WORKPLACE**OPS.005**

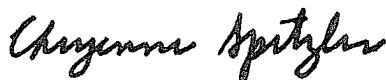
Approved By:	Chief Operations Officer	Effective Date:	Unknown
Distribution:	All Employees	Revision Date(s):	11/98, 12/99, 02/09
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POLICY

1. No one formally or informally affiliated with the Open Door Community Health Centers shall manufacture, distribute, dispense, possess, or use illegal drugs in our workplaces.
2. Employees of the Open Door Community Health Centers who encounter instances of manufacture, distribution, possession or use of illegal drugs in the workplace shall refer such incidents to the Executive Director.
3. The Open Door Community Health Centers shall establish a drug-free workplace awareness program to inform employees about the dangers of drug abuse in the workplace, the organization's policy of maintaining a drug-free workplace, and any available programs for drug counseling, rehabilitation, or employee assistance. Such program will also describe the possible penalties that may be imposed upon employees for drug abuse violations.
4. The Open Door Community Health Centers shall provide every employee with a copy of this policy. It shall be a condition of employment that employees agree to abide by the terms of the Drug-Free Workplace Policy. Employees also agree to notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no more than five days after such conviction.
5. As required, the Open Door Community Health Centers will impose a sanction upon, or require satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as specified in 4 above.
6. The Open Door Community Health Centers will make an effort to continue to maintain a drug-free workplace through implementation of these requirements.

This policy is established in accordance with federal and state laws and guidelines. All employees are encouraged to do everything possible to fulfill these requirements, as failure to do so may lead to the health centers' suspension, termination, or debarment from future federal contracts and grants for up to a period of five years.

Approved



Cheyenne Spetzler
Chief Operations Officer