

Labette Center for Mental Health Services, Inc.

Drug-Free Workplace Policy

- A. Purpose: Labette Center for Mental Health Services, Inc. as a result of its mission to provide comprehensive outpatient mental health and substance abuse services, has a compelling obligation to insure that no employee is using illegal drugs and/or abusing controlled substances, including alcohol.

The use of illegal drugs and abuse of controlled substances, on or off duty, is inconsistent with a healthy lifestyle promoted by Center staff. Employees who use illegal drugs or abuse controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in providing services. In addition, substance abuse inflicts a terrible toll on the health and well-being of Center workers and their families.

Furthermore, the Center believes that alcohol or drug abuse is an illness requiring intervention and treatment, and the Center will encourage affected individuals to seek treatment voluntarily when appropriate. Such treatment shall be at a facility unrelated to the Labette Center for Mental Health Services, Inc.

Therefore, the Center is committed to maintaining a safe and healthy workforce free from the influence of substance abuse. In addition, the Center will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and will establish Center policy to maintain a workforce free of substance abuse.

- B. Policies: It shall be the policy of Labette Center for Mental Health Services, Inc. to maintain a workforce free of substance abuse.

1. Reporting to work or performing work for the Center while impaired by or under the influence of illegal drugs or alcohol is prohibited. Violation of such prohibitions by an employee is considered conduct detrimental to the Center and appropriate action with the employee will be taken. Any arrest, observed, or reported aberrant behavior confirmed to be stemming from the abuse of alcohol or other substances, legal or otherwise, may lead to disciplinary action. Such action shall include the initiation of termination proceedings, demotion, suspension, or other disciplinary action.

2. The illegal use, or possession of a controlled substance by an employee at the worksite, during work hours, or while the employee is on duty for official Center business or stand-by duty is prohibited and shall result in immediate termination.
3. A criminal conviction for illegal dispensation, distribution, manufacture or sale of a controlled substance by an employee at any time, on or off duty, during their employment with the Labette Center for Mental Health Services, Inc. will result in immediate termination.
4. Any Center employee convicted of violating a criminal drug or alcohol related statute must inform the Executive Director of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Such conviction(s) shall result in a loss of forty (40) hours pay for the first occurrence. Any such conviction will result in mandatory counseling at a site other than Labette Center for Mental Health Services, Inc. A second conviction within the next thirty-six (36) months shall result in termination.
5. As required by law, if an employee who is convicted of a criminal drug statute while engaged in the performance of duties under a Federal grant or contract, the Center will notify the Federal agency from which the grant or contract is received within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
6. Prior to any conviction or appearance at work under the influence, an employee may seek treatment on a voluntary basis without assessment of any disciplinary action. Such treatment shall be at a site other than the Labette Center for Mental Health Services, Inc.
7. Employees will be given a copy of the Substance Abuse Policy. Employees will be informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy. Notification of this policy is required as part of a new employee orientation.
8. Upon reasonable suspicion, the Administrator, or in his absence the Chairperson of the Board of Directors of Labette Center for Mental Health Services, Inc., may require an employee to submit to testing for the presence of alcohol and/or illegal substances. The employee involved will be required to respond cooperatively and immediately to required testing procedures. An employee's refusal to respond timely to the

required procedures will result in disciplinary action by the Administrator and/or the Board of Directors of Labette Center for Mental Health Services, Inc.

- C. Awareness Program: The Center will establish and maintain a Substance Abuse Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The Center will use the program in an on-going educational effort to prevent and eliminate substance abuse that may affect the Center's workforce.

The Substance Abuse Awareness Program will contain provisions to inform employees about the:

1. Dangers of alcohol and drug abuse;
2. Center Substance Abuse Policy;
3. Availability of treatment and counseling for employees who voluntarily seek such assistance; and
4. Sanctions that the Center will impose on violations of its Substance Abuse Policy.

- D. Applicability: This Substance Abuse Policy applies to all employees of the Labette Center for Mental Health Services, Inc., including part-time employees and contractual employees.

- E. Effective Date: This Substance Abuse Policy is effective December 30, 1996.

- F: Employee Statement: Employee will sign and date a form stating he/she has read the Drug-Free Workplace Policy of Labette Center. This signed statement will be placed in the employee's personnel file.

I have read the Drug-Free Workplace Policy of Labette Center for Mental Health Services, Inc.

Signature of Employee

Date