

EMPLOYEE SUBSTANCE ABUSE PROGRAM

**Housing Authority of Douglas County
902 West Stanton Street
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STATEMENT

HADCO has a responsibility and a commitment to all its employees, to provide a healthy and safe work place and environment.

Employees of HADCO have the responsibility to arrive at work, free from the effects of drugs, alcohol and other job-impairing substances. These joint responsibilities result in the establishing a work environment where all employees are free from the effects of drugs, alcohol and other job-impairing substances.

HADCO DRUG AND ALCOHOL POLICY

Employees shall be subject to discipline up to and including termination for use, possession, sale, or being under the influence of alcohol or controlled substance while on HADCO premises. The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor, if such employee has given HADCO prior notice of such use and/or possession and such use does not impair safe and/or or efficient work performance. For the purposes of this rule, "being under the influence of alcohol or of controlled substance," means having any measurable quantity in one's system.

HADCO recognizes that chemical dependency an/or alcohol related programs are treatable conditions and offers referral to the medical benefits program for employees seeking counseling and treatment. The existence of chemical dependency, alcohol related problems or the existence of referral assistance does not waive the employee's responsibility to comply with HADCO employment policies.

PURPOSE

Drug and alcohol abuse leads to more accidents on the job, lower performance, and loss of productivity, increased absenteeism, high medical costs and rising theft. Impaired employees, on the job, are potentially dangerous to themselves and could jeopardize the health, life, and safety of fellow employees. While HADCO has no intention of intruding into the private lives of its employees, it does require them to report for work in fit condition to perform their duties in a safe manner, accordingly.

Reporting for work under the influence of intoxicating liquor or illegal drugs, or the use or possession by an employee on HADCO premises, property or during work, lunch, or

break time, of an intoxicating liquor, controlled substance, a drug not medically authorized, or any other substances which impair job performance, or pose a hazard to the safety and welfare of the employee, the public, or other employees, or the sale of any such item, is strictly prohibited and will result in immediate disciplinary action, including termination.

Each employee must report the use of medically authorized drugs, or other substances which can impair job performance, to his or her immediate supervisor and provide proper written medical authorization from a physician to work while using such authorized drugs. It is the employee's responsibility to determine, with the physician, whether or not the prescribed drug would impair his or her job performance. Failure to provide proper evidence of medical authorization can result in disciplinary action.

Where HADCO has a reasonable suspicion that an employee is under the influence of alcohol or drugs, the employee in question will be asked to submit to discovery testing, including urinalysis and/or blood screen to identify any involvement with alcohol or drugs. Any accident involving property damage or physical injury may also be cause for discovery testing for drugs and alcohol.

An employee who is found to be under the influence of or impaired by alcohol, controlled or illegal drugs, or other substances covered by this policy as stated above, is subject to disciplinary action including immediate suspension or termination.

An employee who refuses to submit to discovery testing for alcohol and drugs will be subject to immediate suspension or termination.

HADCO reserves the right to conduct searches for controlled substances, equipment and other materials relating to substance abuse in and on its own property vehicles and equipment. Searches of employee's personal property, which is on HADCO property, may be made only where there is a reasonable suspicion to believe that the employee is buying, selling or otherwise in possession of intoxicants, controlled or mood altering substances on HADCO property.

HADCO recognizes its commitment and its responsibility to its employees by seeking the opportunity for employees to deal with drugs and alcohol related problems. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through the Executive Director in complete confidence and without jeopardizing his or her employment with HADCO. Other treatment programs for drug and alcohol problems may be available through the health and welfare providers selected by individual employees. The discontinuation of any involvement with alcohol or drugs is an essential requisite for participation in any treatment program.

As a result of disciplinary action arising from a drug or alcohol problem, an employee may be required to participate in a drug or alcohol treatment program. An employee who is so required would first be evaluated for drug and alcohol use by an accredited professional. The cost of such an evaluation not covered by HADCO provided medical

coverage shall be paid by HADCO. An employee may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct which led to the employee's mandated participation in an alcohol and drug treatment program, the employee may be required to submit to random blood and urine screening for alcohol and/or drugs for a specified period of time and to meet various performance standards which are imposed as a condition of continuing employment.

HADCO reserves the right to determine whether reasonable suspicion exists, the level of discipline to be applied and whether an employee should be given the opportunity to participate in a drug or alcohol treatment program, provided, however, that its determinations shall not be arbitrary or capricious.

For the purpose of this policy the following definitions of terms is provided:

Reasonable suspicion is defined as specific particularly observations concerning such circumstances as the work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, or speech of the employee, or as being involved in an accident which results in physical injury or property damage.

Under the influence is defined as any detectable level of alcohol or drugs in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled substances are all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfers, use or possession is prohibited or restricted by law.

Over-the-counter drugs are those drugs, which are generally available without a prescription from a medical doctor and are limited to those drugs, which are capable of impairing the judgment of an employee to safely perform their duties.

Prescription drugs are those drugs, which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

I have read and understand the policy set forth by the Housing Authority of Douglas County.

Employee Signature

Date