

UCAN Serve AmeriCorps Program

Drug-Free Workplace Policy

Purpose and Goal

The **UCAN Serve AmeriCorps Program** is committed to protecting the safety, health and well being of all members and other individuals in community-based sites. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The UCAN Serve Program strongly encourages members to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to Members.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all service hours and whenever conducting business or representing the organization.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any member who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of our drug-free workplace program is to encourage members to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

- In the case of applicants, if he or she violates the drug-free workplace policy, the offer of enrollment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.
- If a Member violates the policy, he/she will be terminated from his/her term of service.

Assistance

The **UCAN Serve AmeriCorps Program** recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our members, our drug-free workplace policy encourages Members to:

- seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All members are required to not report to their service site or be subject to duty while their ability to perform their service is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, members are encouraged to:

- Be concerned about working in a safe environment.

It is the supervisor's responsibility to:

- Inform members of the drug-free workplace policy.

Communication

Communicating our drug-free workplace policy to both supervisors and members is critical to our success. To ensure all members are aware of their role in supporting our drug-free workplace program:

- All members will receive a written copy of the policy in this Member Handbook.