



CATHOLIC DIOCESE OF SAGINAW

DRUG AND ALCOHOL POLICY

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Diocesan property, and to ensure efficient operations, the Diocese has adopted a policy of maintaining an office free of drugs and alcohol.

Individuals under the influence of drugs and alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the user. Therefore, possession, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled substances, or having alcohol or controlled substances in your system without medical authorization on Diocesan premises will result in disciplinary action up to and including immediate termination.

In accordance with the Federal Drug Free Workplace Act, employees must notify the Diocese of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure to timely notify the Diocese of a conviction for a criminal drug statute violation occurring in the workplace will be subject to disciplinary action up to and including termination.

A. GENERAL RULES

The following rules represent the Diocese's policy concerning substance abuse. They are effective immediately and will be enforced uniformly with respect to all employees, as indicated.

1. All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.
2. The sale, possession, transfer or purchase of illegal drugs on Diocesan property or while performing Diocesan business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. No alcoholic beverage will be brought or consumed on Diocesan premises except in connection with Diocesan-authorized events.
4. No prescription drug will be brought on Diocesan premises by any person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination and quantity prescribed.

5. Employees are informed that under the terms and conditions of the health insurance policy, rehabilitation services may be available to employees. Employees are encouraged to utilize rehabilitation services that are available through the insurance carrier.

B. POLICY PURPOSE

The purposes of the drug and alcohol policy are:

1. To establish and maintain a safe and healthful working environment for all employees.
2. To ensure the reputation of the Diocese and its employees within the community and industry at large.
3. To reduce the number of accidental injuries to person or property.
4. To reduce absenteeism, tardiness and improve productivity.

The Diocese regrets any inconvenience or problems that the policy may cause but believes that the overall benefit to the Diocese and the employees makes it both necessary and helpful.

C. DRUG SCREENING POLICY

All applicants who are conditionally considered for employment may, as a final step in the employment process, be required to submit to a drug screen test. If the applicant refuses to consent to the drug screen, the applicant will be denied employment. If the applicant tests positive, the applicant will be denied employment.

Recall of employees who are laid off may be subject to drug screening.

D. WHEN TESTING WILL OCCUR

All employees will be required to submit to a drug screen test as a condition of employment under the following circumstances.

1. Each employee will be tested for drugs and alcohol: after a work related accident; if he or she has been observed using a suspected prohibited substance on the job; if he or she exhibits a severe and prolonged reduction in productivity; or if the Diocese has other reasonable cause for testing the employee.

2. The Diocese may, at its discretion, conduct random drug testing of employees at any time with or without cause or suspicion in order to assure compliance with its drug free workplace policy.
3. An employee who fails or refuses to submit to testing when requested will be subject to discipline, including termination.

E. EMPLOYEES TESTING POSITIVE

Employees who test positive risk immediate discharge but may, in the discretion of the Diocese, be allowed to continue employment if both the Diocese and the employee agree to a rehabilitation program in addition to other requirements:

1. The employee agrees to participate in counseling and in a certified rehabilitation program and successfully completes the program.
2. The employee agrees and does remain drug and alcohol free.
3. The employee agrees to routine periodic and unscheduled drug screen tests to ensure that the employee remains drug and alcohol free for a period as specified by the Diocese.

F. PRESCRIPTION DRUGS

Employees taking prescription drugs must adhere to the following procedure:

1. Notify the immediate supervisor prior to the commencement of the work shift and provide the supervisor with the name of the prescription drug and the prescribing physician.
2. Carry the medication in the current prescription container with no more than the dosage required for the work shift.