

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.26
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I. Policy:

It is the responsibility of both employees and St. Joseph Academy to maintain a safe, healthful, and efficient working environment. Therefore, St. Joseph Academy has adopted the following drug and alcohol policy and procedure.

II. Procedure:

St. Joseph Academy will not condone employees reporting for work, remaining at work or returning to work under the influence of alcohol, drugs or other controlled substances. Consumption or possession of such substances during working hours on company premises is unacceptable.

Employees are forbidden from using, possessing, selling, transferring or purchasing illegal or unauthorized drugs or alcohol at any time during the workday, anywhere on St. Joseph Academy premises or at any time while on company business. Violation of this policy is grounds for disciplinary action, which may include discharge.

The company reserves the right to test for violations of this policy as follows:

- As part of a reasonable suspicion investigation when behavior, appearance, or performance seems to indicate an employee may have violated this policy
- As part of the pre-employment physical examination
- As part of post-accident investigation if there is a reasonable basis to suspect drug or alcohol use contributed to the accident

Every effort will be made to require and conduct any alcohol or drug testing in a confidential manner.

As part of reasonable suspicion investigations and post-accident investigations that involve a reasonable basis to suspect drug or alcohol use contributed to the accident, a higher level manager will be responsible for driving the employee to the licensed testing facility.

Refusal to comply with an order for testing will be grounds for immediate dismissal.

Any employee who is taking any authorized medication which he/she feels may affect their behavior, performance, or fitness to work, should report this to Human Resources.

In the event an employee is required to submit to a drug and/or alcohol test, the employee will be required to sign a consent form authorizing the clinic to perform the test and to release the results of the laboratory testing to Human Resources.

Approved by: 
President/CEO

Date 2/9/2021