

River Valley Child Development Services

Drug and Alcohol Free Environment Policy

Effective: July 1, 2012

River Valley Child Development Services, hereinafter referred to as RVCDS, recognizes that the use and/or abuse of controlled substances and alcohol presents a serious threat to the safety and health of the individual employee/volunteer, the general public, and the children and families served by RVCDS. It is, therefore, the policy of RVCDS that its employees/volunteers are free of the effects of the use of controlled substances and alcohol.

RVCDS prohibits any use, consumption, sale, purchase, transfer possession, or manufacture of any controlled substance including alcohol and abuse of prescription and over the counter drugs by any employee/volunteer at any time while working on its behalf or at any time while on the premises or while attending agency sponsored training sessions or meetings.

RVCDS believes that the implementation of this policy will:

- Reduce the potential for drug related accidents and foster the identification of employees/volunteers in violation of this policy
- Help prevent potential injuries, fatalities and property losses due to the accidents attributed to neglect or error on the part of employees whose motor skills or cognitive abilities may be impaired by the use and/or abuse of drugs and alcohol
- Potentially reduce lost productivity and medical and insurance costs associated with on the job accidents, as well as improve the overall safety of our workplace
- Increase public confidence in RVCDS

RVCDS's drug and alcohol testing program is incorporated in an overall policy that is designed to facilitate a drug free workplace and provide training and information to employees concerning the consequences of substance abuse.

In order to comply with this policy two types of drug testing are used:

- Pre-employment- Any person selected for employment will be required to undergo a pre-employment drug test. Employment offers are contingent upon the result. Persons whose job offers are revoked due to test results will not receive any compensation/reimbursement from RVCDS.
- Reasonable suspicion/for cause- Whenever RVCDS reasonably suspects that an employee is using a controlled substance or alcohol in violation of this policy, including post-accident, the employee is required to undergo a drug and/or alcohol test.

Regarding drug and/or alcohol testing, refusing to submit to testing, including failure to appear for any test within a reasonable time, as determined by RVCDS, is reason for disqualification from further consideration for employment or termination from current employment with RVCDS.

RVCDS assumes the cost of all tests, with the exception of employees who voluntarily terminate their employment with RVCDS within 90 days.

RVCDS's policy encourages disclosure of related conditions in order to comply with ADA guidelines. RVCDS will maintain all records generated under this policy in a secure manner so that disclosure to unauthorized persons does not occur.

