

DRUG, ALCOHOL, AND TOBACCO POLICY



Policy

It is the policy of Living Well Disability Services to support a workplace free from the effects of drugs, alcohol, tobacco, chemicals, and abuse of prescription medications. This policy applies to all of our employees, subcontractors, and volunteers. People residing in homes owned by Living Well Disability Services may smoke within the designated smoking area.

Procedures for employees, subcontractors, and volunteers

- A. All employees must be free from the abuse of prescription medications or being in any manner under the influence of a chemical that impairs their ability to provide services or care.
- B. The consumption of alcohol and use of tobacco is prohibited while directly responsible for persons receiving services, or on our property (owned or leased), or in our vehicles, machinery, or equipment (owned or leased), and will result in corrective action up to and including termination.
- C. Being under the influence of a controlled substance identified under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair an employee's ability to provide care or services to persons receiving services is prohibited and will result in corrective action up to and including termination.
- D. The use, sale, manufacture, distribution, or possession of illegal drugs while providing care or to persons receiving services, or on our property (owned or leased), or in our vehicles, machinery, or equipment (owned or leased), will result in corrective action up to and including termination.
- E. Any employee convicted of criminal drug use or activity must notify the Director of Human Resources no later than five (5) days after the conviction.
- F. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.
- G. The Program Manager will notify the appropriate law enforcement agency when we have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession while on duty during work hours. Where appropriate, we will also notify licensing boards.

Procedures for people we support who smoke on Living Well Disability Services property

- A. Prior to smoking, the responsibilities and risks of smoking will be reviewed and documented with the person in their record. The review will be completed by a nurse or Program Manager.
- B. People who live in Living Well Disability Services owned homes that choose to smoke tobacco products will be encouraged to smoke in a designated area which will be a minimum of 15 feet away from the physical structure of the house, deck and garage.
- C. There will be no smoking or tobacco use allowed at any time in Living Well Disability Services vehicles.
- D. All tobacco products are to be disposed of in organizational approved receptacles and emptied routinely taking proper safety precautions.
- E. This is in accordance with Freedom to Breathe Act.
- F. State and federal laws will be followed including those that relate to illegal drugs or alcohol use.