

## **Drug and Alcohol Policy**

United Way of Pennsylvania (UWP) endeavors to ensure that its employees are free from current substance and alcohol abuse. The goal of this policy is to maintain a drug-free environment and to reduce the potential for unnecessary accidents, injuries, and fatalities.

### **Prohibited Conduct**

Under this policy, the following conduct is prohibited:

- Employees may not possess, use, purchase, sell, or manufacture alcohol on UWP property, or in UWP vehicles (either owned by or leased to UWP), or while on UWP business.
- Employees may not consume alcohol on or off UWP property during working hours, lunch periods, or break or relief periods.
- Occasional and limited exceptions to this policy related to the consumption of alcoholic beverages may be made, at UWP President or their designee's sole discretion, for small quantities of such beverages reasonable under the circumstances (usually wine or beer), which may be available at approved office parties or UWP's events. At such parties and events, all employees are expected to exercise good judgment and moderation. All employees are expected to comply fully with all laws and to take safety precautions including arranging for a designated sober driver. In the absence of the limited exceptions explained above, this policy will apply to possession and consumption of alcohol in the workplace.
- Employees may not manufacture, distribute, possess, use, purchase, sell, or transfer illegal drugs or controlled substances of any amount on UWP property (including parking lots), or in UWP vehicles (either owned by or leased to UWP), or while on UWP business. Illegal drugs and controlled substances are those which cannot be legally obtained, including controlled dangerous substances and controlled substance analogues, as well as those drugs which, although legal, have been illegally obtained and/or are being misused (*i.e.*, prescribed drugs not being used for prescribed purposes, including amphetamines and barbiturates). Examples of illegal drugs include, but are not limited to, cocaine, "crack," heroin, morphine, phencyclidine (PCP), hallucinogens, methamphetamine, and other narcotics. Controlled substances shall also include marijuana obtained for medical purposes, even if legally obtained in accordance with state laws.
- Employees may not use or consume illegal drugs or substances on or off UWP property during working hours, lunch periods, or break or relief periods.
- Employees may not report to work under the influence of alcohol or illegal drugs or controlled substances. "Under the influence" means that the employee is affected by alcohol or drugs. This may be established by professional opinion, a scientifically valid test, or, by observation of impairment of physical or mental ability, such as slurring of speech, difficulty in maintaining balance, etc.
- Employees are prohibited from bringing drug paraphernalia onto UWP property.

### **Consequences of Policy Violation**

Any employee who engages in prohibited conduct as set forth herein will be subject to disciplinary action, up to and including termination of employment.

### **Reporting Violations**

Each employee is required to immediately report any violation of this policy to UWP's President. An employee who fails to report such a violation is subject to disciplinary action, up to and including discharge. Employees must notify the UWP's President within five (5) days, of any conviction for violation of a criminal drug statute, where the violation involved conduct in the workplace.

For any employee ("convicted employee") engaged in the performance of a HUD grant who provides such notification of their conviction to UWP, UWP shall notify the U.S. Department of Housing and Urban Development within ten (10) calendar days of said notice of the conviction, including position title of the convicted employee, and any grant activity the convicted employee was working on at the time of the conviction.

For any employee convicted of such an offense, that employee will be subjected to discipline, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or required to participate in UWP's drug abuse assistance program.

### **Prescription Medication and Legal Drugs**

UWP recognizes that on occasion employees must use prescription or over-the-counter drugs for medical purposes. UWP also recognizes that employees might use legally obtained medicinal marijuana for medical purposes. The term "medicinal marijuana" as used in this policy, means marijuana that is obtained in accordance with a state medical/medicinal marijuana program. Any employee taking a prescription or over-the-counter drug that is known or advertised as possibly affecting or impairing judgment, coordination or other senses (including dizziness or drowsiness), or that may adversely affect the employee's physical or mental ability to perform work in a safe and productive manner (i.e. prescription opiates or medicinal marijuana), must obtain written certification from the prescribing physician or a pharmacist that the drug will not interfere with safe and productive job performance. This certification should be maintained by the employee and should not be provided to UWP, except upon request. If the physician or pharmacist suggests work restrictions, those restrictions must immediately be made known to UWP.

### **Drug-free Awareness Program**

UWP maintains a drug-free awareness program which informs employees of:

- (1) the dangers of drug abuse in the workplace;
- (2) UWP's policy of maintaining a drug-free workplace and;
- (3) the availability of drug counseling, rehabilitation, and employee assistance programs.

UWP also maintains insurance benefits, which are available to employees who elect such insurance benefits, that cover, among other things, substance abuse services.

### **Voluntary Disclosure and Assistance**

UWP recognizes that alcohol or drug dependence can be a significant personal problem and that employees should be encouraged to come forward voluntarily to overcome such problems. Employees who want to obtain professional assistance in dealing with dependence problems may voluntarily inform UWP's President that a rehabilitation or treatment program will be undertaken. UWP will cooperate with such treatment efforts.

Such requests for voluntary assistance must be made prior to any known violation of this Policy and before UWP has initiated an investigation or selected the employee for a drug or alcohol test. Any employee who has committed a known violation of this policy, will not be excused from such violations by expressing a willingness to participate in rehabilitation or treatment. All such requests must be made voluntarily and prior to investigation under this policy. The employee participating in a rehabilitation or treatment program must comply with all requirements of the program and provide certification of completion to UWP.