

ALDERSGATE UNITED METHODIST CHURCH ABILENE, TEXAS
DRUG-FREE WORKPLACE POLICY

Purpose and Goal

Aldersgate United Methodist Church is committed to protecting the safety, health, and well-being of all employees and of other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Covered Workers

Any individual who is employed by Aldersgate United Methodist Church in Abilene, Texas is covered by this policy. Our policy includes full-time and part-time employees.

Applicability

Our drug-free policy is intended to apply to anyone employed by Aldersgate United Methodist Church.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and /or offer for sale alcohol, illegal drugs or intoxicants.

Drug Testing

To insure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive results; and a documented chain of custody. All employees will be randomly drug screened each year.

All drug testing will remain in a separate confidential file.

Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident, reasonable suspicion, random and return-to-duty testing upon the selection of management. **Any employee that requires medical attention due to an accident will be required to submit to a drug screen. A refusal of a Drug Screen will be considered a voluntary termination.**

Testing for the presence of metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be terminated immediately.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace programs is to encourage employees to voluntarily seek help with alcohol and drug problems.

In the case of applicants, if she or he violates the drug-free policy, the offer will be withdrawn and the applicant may not reapply.

If an employee violates the policy, he or she will be terminated from employment.

Assistance

Aldersgate United Methodist Church recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve rehabilitation. To support our employees, our drug-free policy:

1. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol related problem.
2. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources for help.

Confidentiality

All information received by the organization through drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

I have read the policy and agree to the conditions of employment and continued employment.

Signature _____

Date _____