



EPISCOPAL DIOCESE OF ALABAMA DRUG AND ALCOHOL POLICY

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The Episcopal Diocese of Alabama (the Diocese) is firmly committed to the health and safety of our employees. The Diocese considers the influence of illegal drugs in the work place to be detrimental to employees and to our mission and ministry. The Diocese recognizes that employees with drug and alcohol abuse problems make up only a small fraction of the work force. However, we are convinced that addressing this behavior in the workplace is necessary, although, it may inconvenience other employees.

To further these objectives, the Diocese announces the following policy:

1. **Rules**

- A. The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on Company property or during work hours is prohibited.
- B. The distribution, sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on Company property or during work hours is prohibited.
- C. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs,

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marijuana or other non-prescribed controlled substances in blood or urine is prohibited.

- D. Employees who report or return to work under the influence of alcohol may be subject to immediate discharge.
- E. Reporting to or being at work with a measurable quantity of prescribed or over-the-counter narcotics or drugs in blood or urine or use of prescribed or over-the-counter narcotics or drugs where such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property is prohibited. Any employee taking a prescribed or over-the-counter narcotic or drug must advise his or her supervisor of any applicable work limitations. The employee may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by management.
- F. Adherence to the policy on drugs and alcohol is a condition of employment for all employees. All employees will be required to sign the attached acknowledgment form and to consent to this policy.
- G. All employees must notify their supervisor of any criminal drug statute conviction for a violation arising out of conduct in the workplace within five (5) days of such conviction.
- H. Managers and Supervisory employees are responsible for enforcing Company policies. The possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impacts their ability to enforce these policies and may result in disciplinary action up to and including termination.

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2. Drug/Alcohol Testing

Under the company Drug & Alcohol Testing Policy, an employee may be requested to undergo a urinalysis, blood test or other diagnostic test. The Diocese reserves the right to test on the following occasions.

- A. As a condition of the employment application.
- B. After the occurrence of any work-related injury while on Company property or during work hours which requires off premises medical treatment.
- C. When there is reason to believe in the opinion of the Company that an employee has reported to work or is on Company property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine.

3. Testing Procedure

All testing will be performed by a laboratory which has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs. Testing procedures may include a screen for the following drugs; amphetamines, cannabinoids, cocaine, opiates, phencyclidine and alcohol. All positive test results will be subject to confirmation testing and verification by a qualified Medical Review Officer.

4. Searches

When there is a reason to believe in the opinion of The Diocese that an employee is under the influence of intoxicants, drugs or narcotics, or is in possession of any intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, **The** Diocese may

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request that the employee submit to a search by Company representatives of his/her person and/or property (including offices, lockers, desks, cabinets, closets and vehicles brought onto Company premises).

5. Drug-Free Awareness Education Program

The Diocese will provide information to inform employees about the dangers of drug and alcohol abuse, the indicators of drug and alcohol abuse, the Company's policy of maintaining a drug-free workplace, the availability of community drug counseling and rehabilitation resources, and the penalties that may be imposed for violation of the policy.

6. Discipline

An employee who refuses to submit immediately upon request to a search of his or her person or property or to a blood test, urinalysis, "breathalyzer" test or other diagnostic test, or who otherwise is in violation of this policy is subject to disciplinary action up to and including immediate termination. Workers who are injured at work or in the course of employment may be tested for drugs and alcohol and if impaired, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her right to recover Worker's Compensation benefits under Alabama Code § 25-5-51 and is subject to disciplinary action up to and including termination.

7. Interpretations

The Company property covered by this policy includes property of any nature owned, controlled or used by The Diocese, its parishes and institutions, including parking lots, offices, desks, lockers and vehicles.

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Nothing in this policy alters the fact that employees are employed for an indefinite period and that either the employee or The employer may terminate such employment with or without cause at any time for any reason. Neither this policy nor any related policies, practices or guidelines are employment contracts or parts of any employment contract. Due to the nature of the operations and the possible need to accommodate individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation. **The Diocese** reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, either individual or diocesan-wide situations with or without notice.