

ALCOHOL AND DRUG-FREE WORKPLACE

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 CFR Part 82, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)."

Washington County Wellness Initiative's Rural Health Network Development Planning Grant Program (Hereinafter, WCWI-PLANNING) prohibits the possession, sale, consumption, or being under the influence of alcoholic beverages or illegal drugs by employees while in the office, during working hours outside the office, or while on agency business, or in an agency vehicle. Any employee or volunteer found possessing, selling, consuming, or being under the influence of alcoholic beverages while on duty will be subject to discipline, up to and including termination.

Occasional exceptions to this policy against the consumption of alcoholic beverages may be made at WCWI-PLANNING's sole discretion for small quantities of such beverages reasonable under the circumstances, usually wine or beer, which may be available at office parties or WCWI-PLANNING's events. At such parties and events, all personnel are expected to exercise good judgment and moderation. In no event may any underage individual consume alcohol at any WCWI-PLANNING event, and all personnel are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol), and to take safety precautions including arranging for a designated sober driver.

Any personnel using prescription or over-the-counter drugs that may impair the person's ability to safely perform the job, or affect the safety or well-being of others, must notify a Program Director or Authorizing Official of such use immediately before starting or resuming work while under the influence of such prescription or over-the-counter drugs.

If you have a problem with drugs and/or alcohol and wish to undertake rehabilitation, you can request an unpaid leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Program Director. No one will be discriminated against for undertaking rehabilitation.

As needed, WCWI-PLANNING personnel will access the resources below for further information on maintaining an alcohol and drug-free workplace:

The National Clearinghouse for Alcohol and Drug Information (NCADI) is a toll-free service funded by the federal government. NCADI's information specialists will help you find information on all aspects of substance abuse from videos and prevention

materials, to specific program descriptions, resources in your state, and the latest research results. Many publications and educational materials are available free from NCADI. <http://store.samhsa.gov/home> or tel. 1-800-729-6686

The Drug Free Workplace Hotline is a toll-free service funded by the federal government to assist business, industry, and unions on the development and implementation of comprehensive drug-free workplace programs, tel. 1-800-843-4971.



*Modified from the adaptation from "Workplace Safety Toolkit" 3
June 2014 – Sheree L. Hukill and Penny L. Pricer
(<http://www.blueavocado.org/content/drug-and-alcohol-free-workplace-policy-nonprofits>)*

TOBACCO-FREE WORKPLACE POLICY

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of Washington County Wellness Initiative's Rural Health Network Development Planning Grant Program (Hereinafter, WCWI-PLANNING), effective 1 June 2014, to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to both employees and non-employee visitors of WCWI-PLANNING.

DEFINITION

1. No use of tobacco products will be allowed within the facilities of WCWI-PLANNING at any time.
2. No tobacco use in any company vehicle.
3. There will be no use of any form of tobacco in WCWI-PLANNING vehicles at any time.
4. There will be no tobacco use in personal vehicles when transporting people on WCWI-PLANNING authorized business.

PROCEDURE

5. Employees and volunteers will be informed of this policy through signs posted in WCWI-PLANNING facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.
6. Visitors will be informed of this policy through signs, and it will be explained by their hosts.
7. The WCWI-PLANNING will help employees and volunteers who want to quit tobacco by helping them access recommended cessation programs and materials.
8. Any violations of this policy will be handled through the standard disciplinary procedure.



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June 2014 – Sheree L. Hukill and Penny L. Pricer
(<http://www.cancer.org/healthy/stayawayfromtobacco/smoke-freecommunities/createasmoke-free workplace/smoking-in-the-workplace-a-model-policy>)*