

## Drug-Free Workplace

This policy establishes guidelines for maintaining a Drug-Free Workplace as delineated in the Federal Drug-Free Workplace act.

1. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing of or using controlled substances. Any staff member violating this policy is subject to discipline, up to and including termination, for a first offense. Controlled substances include, but are not limited to:
  - A. Narcotics (heroin, morphine, etc.)
  - B. Cannabis (marijuana, hashish)
  - C. Stimulants (cocaine, diet pills, etc.)
  - D. Depressants (tranquilizers)
  - E. Hallucinogens (PCP, LSD, "designer drugs," etc.)
2. Any staff member convicted of violating a criminal drug statute must inform the Diocese of such conviction (including pleas of guilty or no lo contendere) within five days of the conviction occurring. Failure to so inform the Diocese subjects the employee to disciplinary action up to and including termination for the first offense.
3. The Diocese reserves the right to offer staff members who violate this policy participation in an approved rehabilitation or drug abuse assistance program at the employee's expense as an alternative to discipline. If such a program is offered and accepted by the staff member, he or she must satisfactorily participate in it as a condition of continued employment.
4. During work hours, the use of alcohol is prohibited.