



ALCOHOL AND SUBSTANCE ABUSE POLICY

Starfish Learning Center (SLC) is a drug-free workplace. The use of illegal drugs and alcohol is inconsistent with the behavior expected of employees. The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subjects employees, students, and visitors to unacceptable safety risks that undermine the organization's ability to operate safely effectively, and efficiently.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Executive Director

DRUG-FREE WORKPLACE

POLICY PURPOSE OF THE POLICY

Starfish Learning Center values its employees, volunteers, and students and recognizes their need for a safe and healthy environment. Furthermore, employees abusing drugs and alcohol are less productive and are often a risk to the safety and productivity of the organization. The establishment of a Drug-Free Workplace Policy is consistent with this organization's desire to promote a safe and accident-free workplace.

DRUG AND ALCOHOL POSSESSION AND USE PROHIBITED

1. SLC prohibits the use, possession, sale, manufacture, and/or distribution of alcohol and illegal/controlled substances and/or drug-related paraphernalia on Company premises or while performing duties for SLC while away from Company premises, and/or during working hours.
2. For purposes of this policy, the term "Company premises" or "Company property" includes all property owned, leased, used or under the control of Starfish Learning Center including but not limited to SLC offices, facilities, parking areas, land, buildings, structures, all work locations, vehicles, and equipment.
3. The substances prohibited by this policy include such items as: any illegal or unlawfully obtained drugs or controlled substances; "designer" or synthetic drugs; "over the counter" or prescribed medications not being used for purposes or in the manner intended; mood or mind-altering substances; and alcoholic or intoxicating beverages.
4. Compliance with this policy will be required by SLC as a condition of employment/volunteer positions for qualified applicants or for continued employment of current employees and for current volunteers to continue their service with SLC. The presence of a detectable amount of any prohibited substance in an employee while working and/or during working hours may be deemed a violation of this policy, regardless of when or where the substance entered the employee's system.

USE OF LEGAL AND PRESCRIPTION DRUGS AUTHORIZED BY A PHYSICIAN

Certain legal and prescription drugs can produce changes in persons that might indicate intoxication or illegal drug use and could result in a "positive" result on a substance abuse screening test. Employees may continue to work for SLC while taking prescription drugs at the direction of a doctor for the treatment of an illness or non-prescription drugs used for the purposes and in the manner intended, provided the medication does not adversely affect the employee's ability to perform his or her work in a safe and efficient manner. Each employee is responsible for being aware of and following all cautions associated with the use of prescription or non-prescription drugs. If any prescription or non-prescription drugs being taken by an employee could have side effects which could affect the employee's job performance, the employee must advise his or her supervisor of the drug being taken and the potential side effects. SLC has the right to determine whether an employee who is receiving legal medication should be allowed to continue working during his or her treatment due to possible safety and/or performance problems that could arise from certain legal drug use.

CONVICTION OR PROBATION UNDER A CRIMINAL DRUG LAW

Employees must notify the Executive Director within five days of any conviction or entry of a guilty plea resulting in incarceration or probation under any criminal drug statute, law, regulation, or ordinance. Failure to report a conviction or guilty plea may result in termination of employment.

PENALTIES FOR VIOLATING POLICY

Failure to comply with the provisions of this policy will be grounds for disciplinary action up to and including immediate

discharge. Furthermore, employees found to have alcohol or illegal drugs in their systems, under Illinois law may receive a reduction or total forfeiture of workers' compensation benefits.

OFF-THE-JOB ILLEGAL DRUG USE, POSSESSION, SALE OR OTHER SUCH ACTIVITY

Off-the-job illegal drug use, possession, sale or other such activity could adversely affect an employee's job performance, jeopardize the safety of other employees, and jeopardize Company equipment, property and reputation, as well as endanger the general public. Accordingly, such off-the-job conduct or activity may be deemed a violation of this policy and could result in disciplinary action against the employee by SLC, up to and including discharge. In deciding the appropriate disciplinary action to take in regard to such off-the-job drug use, possession, sale or other such activity, management will take into consideration the nature of the activity charged, the employee's total record with SLC, and other factors deemed relevant by management for the protection of SLC and total operation.

WORKPLACE SEARCHES AND INSPECTIONS

To help ensure a safe and healthy work environment and to accomplish the objectives of this policy, SLC reserves the right to condition entry upon Company premises, including any parking areas and all grounds and work areas to which SLC employees are assigned. Management reserves the right to search the person and personal property of any entrant before entry or at any time while on the premises or in work areas, for illegal and unauthorized drugs, drug paraphernalia, controlled substances, alcoholic beverages and unauthorized weapons. Such searches may include but are not limited to automobiles, tool boxes, lunch kits and purses, employee lockers, desks, or other property under the control of the employees. Refusal to permit a search may subject an employee to immediate discipline up to and including discharge. Searches and inspections will be performed with concern for the individual's privacy, dignity and confidentiality. Illegal substances, drugs, and other prohibited items discovered through these searches and inspections may result in law enforcement authorities being advised in this regard consistent with the law.

EMPLOYEE CONSENT FORM

I hereby acknowledge receipt of SLC's Drug-Free Workplace Policy regarding drugs and alcohol. I have read and understand this policy. I understand that refusal to submit to any drug testing required by this policy or a positive test result is grounds for disciplinary action up to and including termination. Furthermore, I authorize the release of the test results to my employer, and/or on post-accident tests, the Company's workers' compensation insurance carrier and understand that refusal to release these results is grounds for disciplinary action up to and including termination. I understand that if I test positive for drugs or alcohol following an on-the-job accident, I may be ineligible for workers' compensation benefits or have benefits reduced as allowed by Illinois law.

I recognize that the Company's policy on drugs and alcohol does not constitute an expressed or implied contract of employment or volunteer position.

As a condition of continued employment and volunteer status, employees and volunteers must sign the attached consent form and comply with the policy.

I have read and understand this policy and will abide by it as a condition of my employment/volunteer status.

EMPLOYEE/VOLUNTEER NAME: _____

EMPLOYEE/VOLUNTEER SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE: _____ DATE: _____

DRUG TEST CONSENT AGREEMENT

I understand that while drug testing is not mandatory, I may be asked to take a drug test by the executive director of Starfish Learning Center. Failure to comply may be viewed as insubordination on my part and can lead to disciplinary action up to and including immediate termination of my employment or volunteer position.

Signature

Date