



POLICY TITLE: Drug Free Workplace

POLICY NUMBER: 3.0

DEVELOPED BY: Ocean Park Association (OPA) Personnel Subcommittee Members (June 2024) This policy is based on the State of Maine Drug Free Work Place Policy

APPROVED BY: OPA Executive Committee 7/20/24

POLICY: This policy is considered as the definite document and supersedes any documents including the employee handbook.

OVERVIEW: The Ocean Park Association (OPA) expects that each employee complete their job duties in a manner that does not jeopardize the health and safety of paid employees, volunteers, OPA members and other visitors. Work performance impaired by alcohol or drugs, poses a threat to everyone and is not acceptable.

SCOPE: This policy applies to Volunteers, Full Time, Part Time and Seasonal Employees. Training will be required for any persons working on a federal grant.

PURPOSE: The purpose of this policy is to provide an alcohol and drug free work environment.

RESPONSIBILITIES: The Executive Director is responsible for implementation and for assuring compliance with the policy.

Whenever individuals included in the scope of this policy are working, they are prohibited from:

- A) using, possessing, buying, selling, manufacturing, or dispensing of drugs or alcohol.
- B) being under the influence of alcohol or any drug to include any substance that adversely affects that individual's ability to safely and effectively perform their job duties.

OPA permits the legal use of prescribed drugs on the job if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

On a case-by-case basis, OPA commits to assist and support employees who voluntarily seek help for drug or alcohol abuse problems before becoming subject to discipline and or termination. Employees who remain employed and are seeking help for drug or alcohol abuse problems may be required to document that they are successfully following prescribed treatments. Information and records relating to the treatment plan shall be kept confidential and maintained in secure files separate from normal personal files.

Any covered individuals who is under the influence of alcohol or drugs, or who possesses or consumes alcohol or drugs on the job has the potential for disrupting the safe and efficient performance of duties. Such employees shall be subject to disciplinary action up to and including termination of employment.

Any illegal substance found in the workplace will be turned over to the appropriate law enforcement agency.

Any employee who is convicted of a criminal drug statute violation occurring on the job shall notify the Executive Director no later than five (5) days after such conviction. Upon notification of a conviction, it is the responsibility of OPA to determine the appropriate response to the conviction which may include termination of employment.

Employee Acknowledgement and Consent

I have carefully and thoroughly read OPA Drug Free Workplace Policy. I agree to follow that policy

Employee's Signature
Employee's Name (Printed)

Date

Executive Director Signature
Executive Director Name (Printed)

Date