***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-8**

SUBJECT: Drug Free Workplace **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

The Hospital’s policies are consistent with the beliefs of the Seventh-day Adventist Church that promotes a temperate lifestyle, which includes abstinence from the use of alcohol, drugs, and tobacco. The hospital seeks an environment free of these illegal and/or harmful substances. This means that all employees are expected to refrain from the use of alcohol, drugs and tobacco while employed at the Hospital.

1. Prevention
2. The policy of a drug-free workplace will be included in the Employee Handbook
3. Employees will be informed of this policy at the time of employment.
4. Detection
5. The Hospital reserves the right to investigate employees where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, on-hospital grounds vehicle, briefcases, and handbags. If a search is to be made, it must be authorized by the Chief Executive Officer in consultation with the Hospital lawyer.
6. If unlawful possession of a tobacco, alcohol, or drug paraphernalia is discovered, the Hospital will confiscate the item(s), investigate the circumstances and institute disciplinary actions up to and including termination.
7. Initial identification of a problem may be made by a supervisor, colleague, concerned other or self-referral.
8. Confidentiality
9. All drug investigations are confidential and should be treated as such as by anyone authorized to have access to such records.
10. All records and information of personnel actions taken on employees under investigation or discipline with respect to drugs shall be maintained by the Chief Executive Officer in a secure locked file. Only authorized individuals who have a “need-to-know” shall have access to them.
11. Discipline

The unlawful use, possession, distribution, dispensing or manufacture of a controlled substance or the use of alcohol or tobacco is grounds for a full range of discipline up to and including termination. (See policy C-6)

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_