

Drug & Alcohol Policy

Policy

Fairbanks Youth Advocates supports drug and alcohol free work environments.

Purpose

This policy establishes guidelines for employees, volunteers, and contractors who work or serve Fairbanks Youth Advocates and states that all of Fairbanks Youth Advocates facilities and operations will be a drug and alcohol-free workplace.

Procedure

1. Fairbanks Youth Advocates facilities (where an FYA program is operating) will be drug and alcohol free.
2. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on company property is prohibited.
3. Being under the influence of alcohol or illegal drugs on company property is prohibited for FYA employees, volunteers and contractors.
4. The unauthorized use and unauthorized possession of prescription drugs or over-the-counter drugs on agency property and properties use by agency, is prohibited.
5. Employees, volunteers and contractors who violate this policy are subject to appropriate disciplinary action including termination.

General Policy Provisions

Any of the following actions constitutes a violation of the policy and may subject an employee to disciplinary action including immediate termination:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased, or rented vehicles, or on business.
- Working or reporting to work, conducting company business or being on premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition.
- **Company Property:** including but not limited to desks, file cabinets, and owned and unowned vehicles used for FYA business should not be considered personal property but the property of FYA during the work shift and are subject to accessing as necessary.

Preventive Acts

- Employees taking drugs prescribed by an attending physician must notify their direct supervisor IF the side effects could effect their job performance. (i.e. not allowed to drive while taking medication)

- Employees who are licensed for medical marijuana use may not use, or be under the influence of, marijuana while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased, or rented vehicles, or while on business. Medical marijuana users must present their card to FYA upon request, and may not bring marijuana, or related paraphernalia, onto FYA property or engaged in a company sponsored activity, or in owned, leased, or rented vehicle.
- Any employee involved in a work related accident where alcohol or drugs are believed to be a contributing factor may be encouraged to participate in substance abuse counseling or other activities as a means of maintaining employment.

Employee & Volunteer Training

All will receive training regarding the Drug and Alcohol Policy.

Coordination with Law Enforcement Agencies

The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. Fairbanks Youth Advocates will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Fairbanks Youth Advocates will cooperate fully in the prosecution and/or conviction of any violation of the law.

Other Laws and Regulations

The provisions of this policy shall apply in addition to, and shall be subordinated to any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. Unenforceable provisions of this Policy shall be deemed to be deleted.

Definitions

Company Premises - All company property including vehicles, lockers, and parking lots.

Company Property - All company owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.

Controlled Substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. Copies are maintained for employee review by Personnel and Health Services.

Drug - A drug is any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug Paraphernalia - Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

Illegal Drug - An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer,

attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a Policy violation has occurred.

Under the Influence - A state of having a blood alcohol concentration of 0.10 or more, where "alcohol concentration" has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.