



230 N. Main Street, Spring Valley, NY 10977 Phone: (845) 363-8140 Fax: (845) 363-8141

EMPLOYEE NAME: _____
PRINT NAME

DRUG TESTING POLICY

DRUG FREE WORKPLACE

Purpose:

To provide guidelines for the maintenance of a drug-free workplace to support and ensure the safety of clients and employees.

Policy:

In order to provide for the health and safety of clients, **Marquis**, supports and maintains a drug-free working environment. Employees may not be at work under the influence of alcohol or while unlawfully using controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or the use of alcohol, including use in vehicles is prohibited.

(Exception: An employee who possesses or uses a drug authorized by a physician/primary health care provider for the employee's use while on the job, and whose performance is not noticeably impaired will not be considered in violation of this policy. Employees are responsible for asking the prescribing practitioner about any side effects that may influence performance. In the event that the medication may affect performance, the employee is responsible to notify his/her immediate supervisor prior to reporting to work.)

Definition: Controlled substances/drugs: include but are not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and any chemical compound added to federal or state regulations and noted as a controlled substance.

Drug Testing:

- All federal, state and local regulations regarding drug testing and monitoring will be followed.

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There are two types of drug tests:

Pre-employment testing

• Applicants for employment at **Marquis** are drug-tested after receiving a final offer of employment and prior to beginning work. Applicants are notified at the time of application that testing for drugs is a requirement for employment process. Offers of employment are contingent upon successfully passing a drug test.

Testing for Reasonable Suspicion:

- A drug screen may be ordered by the Director of Clinical Services, in consultation with the Administrator, when a reasonable suspicion of working under influence exists. Refusal to submit to the testing may result in disciplinary action, up to and including termination.
- A positive drug screen means the verified presence of alcohol or other controlled substances. All positive test results are maintained in a separate, confidential, need-to-know access file.
- Every employee, as a condition of continued employment, is required to immediately notify the Administrator, if they are convicted under federal or state criminal statute whether the act causing the conviction occurred on or off work time.
- The company will report information concerning possession distribution or use of any illegal drug to law enforcement officials.

I HAVE READ AND UNDERSTAND THE ABOVE AND WILL COMPLY WITH THIS AGREEMENT.

Employee Signature

Date

Agency Representative Signature

Date