

Agape Means Love

Agape Child and Services, Inc.

SUBSTANCE ABUSE POLICY STATEMENT

Agape Child and Family Services is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment would be jeopardized if any Agape employee illegally used drugs on or off the job, came to work under the influence, possessed, distributed or sold drugs in the workplace, or abused alcohol on the job. Therefore, Agape Child and Family Services has established the following policy, pursuant to T.C.A. Section 50-9-100 *et. seq.*:

- (1) It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- (2) It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- (3) It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- (5) Violations of this policy are subject to disciplinary action up to and including termination.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Agape.

The agency offers an Employee Assistance Program (EAP) benefit for employees and their dependants. The EAP provides confidential assessment, referral and short-term counseling for employees who need or request it.

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General Procedures

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

Job Applicant Drug Testing

All job applicants at Agape will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test and the applicant will need to sign a consent agreement to release Agape from liability.

If the physician, official or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

Agape will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that Agape will not tolerate.

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs: *

Alcohol: (not required for job applicant testing)

Any "Alcoholic Beverage," all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. For example; Vicks Nyquil® is 25% (50 proof) ethyl alcohol, Comtrex® is 20% (40 proof), Contac Severe Cold Formula Night Strength® is 25% 50 (proof) and Listerine® is 26.9% (54 proof).

Amphetamines: "speed," "uppers," etc.

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Cannabinoids: THC, marijuana, hashish, “pot,” “grass,” “hash,” etc.

Cocaine: “coke,” “crack,” etc.

Phencyclidine: PCP, “angel dust.”

Opiates: Narcotics, Heroin, Codeine, Morphine, “smack, dope, etc. ...”

Confidentiality

Employees and job applicants also have the right to consult with a medical review officer for technical information regarding prescription and nonprescription medicine. The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.