



Social Model Recovery Systems, Inc.
Employee Hire Forms

Alcohol and Other Drug-
Free Workplace Policy

Employee name: _____

Division or program: _____

It is the intent of the Agency to maintain a workplace that is free of alcohol and other drugs and to discourage alcohol and other drug abuse by our employees and interns. Social Model Recovery Systems, Inc. has a vital interest in maintaining safe and efficient working conditions for its employees and interns. Substance abuse is incompatible with health, safety, efficiency, and success at the Agency. Employees and interns who are under the influence of alcohol or other drugs on the job compromise the Agency=s interest, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other staff, delays in the completion of jobs, inferior quality in services, and disruption of client/customer relations.

The following acts are prohibited and subject an employee or intern to discharge: 1) the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; and 2) being under the influence of alcohol.

The following acts are prohibited and subject an employee or intern to discharge: 1) the use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; and 2) being under the influence of any illegal drug or other controlled substance.

The following acts are prohibited and subject an employee or intern to discharge: 1) the abuse of any legal drug; 2) the purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or 3) working while impaired by use of a legal drug whenever such impairment might a) endanger the safety of others, b) pose a risk of significant damage to Agency property or equipment, or c) substantially interfere with his or her job performance or the efficient operation of the Agency=s business or equipment.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its staff, and to protect its business, property, equipment, and operations, the Agency has established this policy concerning the use of alcohol and other drugs.

I certify that I have read and understand this statement and will comply with my obligations under these policies.

Employee signature

Date