

## Computer Recycling, Education, & Training Drug and Alcohol Policy

### Purpose

The objective of this Policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace for our employees and volunteers. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

### Policy

1. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on CRE&T property is prohibited.
2. Being under the influence of alcohol or illegal drugs on CRE&T property is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on CRE&T property is prohibited.
3. Employees or volunteers who violate this Policy are subject to appropriate disciplinary action including termination.
4. The Policy applies to all employees and volunteers of CRE&T regardless of rank or position and includes temporary and part-time employees and volunteers.

### Definitions

**CRE&T Premises** - All CRE&T property including vehicles, lockers, and parking lots.

**CRE&T Property** - All CRE&T owned or leased property used by employees and volunteers 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.

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

**Drug Paraphernalia** - Equipment, 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.

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**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.

### General Policy Provisions

Any of the following actions constitutes a violation of the Policy and may subject an employee or volunteer 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 CRE&T sponsored activity, on premises, in owned, leased, or rented vehicles, or on business.
- Working or reporting to work, conducting CRE&T business or being on premises or in a CRE&T-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol, or in an impaired condition.

### Preventive Acts

- Employees or volunteers taking drugs prescribed by an attending physician must advise their direct supervisor, area manager, volunteer coordinator, or store coordinator in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the direct supervisor, area manager, volunteer coordinator, or store coordinator prior to the employee or volunteer commencing work. All medical information will be kept confidential and CRE&T, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.

### Supervisory and Employee and Volunteer Training

Supervisors, Store Coordinators, Volunteer Coordinators, and Area Managers will receive training regarding the Drug and Alcohol Policy. All employees and volunteers will receive copies of 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. CRE&T 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. Searches will only be conducted of individuals based on reasonable cause and only of their vehicles, lockers, desks, or closets when based on reasonable suspicion. CRE&T will cooperate fully in the prosecution and/or conviction of any violation of the law.

CRE&T reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed herein.

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Employees and volunteers will be notified before implementation of any change.

Although adherence to this Policy is considered a condition of continued employment or volunteer service, nothing in this Policy alters an employee's or a volunteer's status and shall not constitute nor be deemed a contract or promise of employment or acceptance to volunteer service. Employees and volunteers remain free to resign their employment or volunteer service at any time for any or no reason, without notice, and CRE&T retains the right to terminate any employee or volunteer at any time, for any or no reason, without notice.

### **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.