

**SIGNATURE HEALTHCARE
HUMAN RESOURCES POLICY**

Subject: Drug Free Workplace	Page 1 of 2
Effective Date: 5/95 Revised Date: 7/05, 9/15 Reviewed: 5/01, 4/09	Classification Code: Formerly APM 100.350
References: Chemical Dependency Policy 100.319 Issuing Department: Human Resources	Category: I

PURPOSE:

To prohibit the unlawful possession, use, dispensation, distribution, sale or manufacture of controlled substances and the use/abuse of alcohol in or relating to the workplace.

POLICY:

While on the Hospital's premises and while conducting employment-related activities off the Hospital's premises, no associate may manufacture, distribute, dispense, possess, sell or be under the influence of alcohol or illegal drugs. Use of alcohol or illegal drugs off the Hospital's premises that adversely affects an associate's work or performance, his/her own or others' safety at work, or the Hospital's reputation is also prohibited. The use of prescribed or other legal drugs is permitted on the job only if it does not impair an associate's ability to perform the essential functions of the job, with or without reasonable accommodation, in a safe manner that does not endanger the associate or other individuals in the workplace. Associates engaging in conduct prohibited under this policy are subject to discipline, up to and including termination of employment.

RESPONSIBILITY:

1. All associates are required to abide by this policy and to ensure a drug and alcohol free workplace.
2. Any associate convicted for a violation of a criminal drug statute occurring in the workplace must notify management in writing no later than 5 calendar days after such conviction.
3. Managers notified of a conviction will notify Senior Staff immediately.
4. Designated Senior Staff member will notify security and the applicable Federal contracting agency of the conviction within the requisite timeframe.
5. Security will notify appropriate law enforcement agency, if applicable.
6. Director of Materials Management will formally notify all contractors that they must comply with our policy and the subcontracted/contractual individuals will be denied access if they violate Signature Healthcare Brockton Hospital's Drug Free Workplace Policy.
7. Health Services will provide information on the dangers of drug abuse in the workplace and provide assistance in accessing drug and alcohol counseling, support and/or rehabilitation programs.

**SIGNATURE HEALTHCARE
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ADMINISTRATIVE POLICY MANUAL**

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PROCEDURE:

1. As a condition of continued employment, associates who are convicted for a violation of a criminal drug statute occurring in the workplace must notify management in writing no later than 5 calendar days after such conviction.
2. Any violation of this drug free workplace policy may result in discipline, up to and including termination.
3. Information will be made available to associates through Health Services Department regarding the dangers of drug and alcohol use/abuse in the workplace and the availability of support/treatment or rehabilitation services. Health Services Coordinator will assist associates in accessing care at their request.
4. At least once per year, education regarding recognition of drug and alcohol related behavior, availability of treatment and how to access support for associates will be provided to management through the Health Services Department.
5. Rehabilitation – refer to Chemical Dependency Policy 100.319.

TESTING FOR APPLICANTS


The Hospital is committed to maintaining a workplace free from drugs and alcohol. To meet the objectives of this Policy, Signature Healthcare reserves the right to require a candidate for employment, to submit to a drug or alcohol test.

1. **Post-Offer, Pre-employment.** All applicants for employment, who have received a conditional offer of employment, are subject to post-offer, pre-employment screening drug and alcohol testing. Failure to pass this test will result in the offer of employment to be withdrawn.

AMENDMENTS

Signature Healthcare may change or amend this Policy at any time without notice, or issue additional rules or administrative procedures to implement the Policy, as deemed appropriate by the organization in its sole discretion. Further, Signature reserves the right to interpret this Policy in a manner consistent with its spirit in the event of any ambiguity.

REVIEWED BY:


Human Resources
Outside Legal Counsel
Administrative Policy Committee

DATE:

June 2015
May 2015
September 2015