

## Notice of Organization's Drug-Free Policy

The Southern Ute Community Action Programs, Inc. (SUCAP) hereby notifies its employees, prospective employees and the general public at large that the unlawful manufacture, distribution, dispensation, possession or use of a substance is prohibited in SUCAP workplace (either on or off the premises) and/or during the course of the delivery of any SUCAP sponsored services. It is the intent of the Organization to maintain a substance-free workplace. SUCAP reserves the right to require substance abuse testing and to conduct random searches when deemed appropriate.

Definitions as used in this policy:

1. "Substance" - alcohol or drugs
2. "Alcohol" - anything containing ethyl alcohol or ethanol found in alcoholic beverages such as beer, wine and liquor.
3. "Legal Drugs" - medications prescribed by a physician and over-the-counter medications.
4. "Illegal Drugs" – those substances controlled under federal law that are not authorized for sale, possession, or use, as well as legal drugs that are obtained or distributed illegally. Illegal substances also include the improper use of inhalants or toxic vapors such as glue, paint and paint thinner.
5. "Employee" - all persons who work full time, part time or under contract for the Organization.

Further, it is the policy of the Organization to adhere to the following:

- Employees must report to work in a fit condition to perform their duties. Being under the influence of drugs or alcohol is not acceptable.
- Employees using legal drugs must notify their supervisor if there is likelihood that such medication could affect job performance or safety.
- Employees engaged in off-the-job illegal drug or illegal alcohol involvement may be considered to be in violation of the Organization's substance abuse policy.
- Where available evidence warrants, the company will bring matters of illegal drug or alcohol use to the attention of appropriate law enforcement authorities.
- Employees of Peaceful Spirit are expected to model the behavior clients are encouraged to adopt; therefore the strictest compliance to this policy is required including sustained abstinence by recovering alcoholics, etc.
- Employees performing "safety-sensitive" functions are subject to random testing at any time.

Failure to report the use of a legal drug that may adversely affect job performance is subject to disciplinary action in accordance with personnel policies. Those found in violation of any other portion of this policy will be subject to immediate disciplinary action up to and including termination and/or may be required to participate satisfactorily in a substance abuse assistance or rehabilitation program that is approved for such purposes by the Organization. Employees may request a copy of the entire Drug-Free Workplace Policy from their Supervisor.

**Employees are hereby notified that a willingness to adhere to the above policy is a condition of employment with SUCAP and that by signing this statement, they are agreeing to abide by the terms of the statement.**

**The employee further agrees to notify SUCAP of any criminal substance statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The federal funding agency will be notified by SUCAP within ten (10) days of the receipt of the notice.**

I hereby certify by my signature that I have read and understand the above policy. I agree to adhere to this Drug-Free Workplace Policy as long as I am employed by SUCAP.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Full Name

**Please email this completed form to [hr@sucap.org](mailto:hr@sucap.org) – signatures are requested during orientation.**