

## **DRUG FREE WORKPLACE**

### **PURPOSE**

To establish The Center for Family and Child Enrichment's policy prohibiting use, possession, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on corporate premises or while on corporate business.

### **SCOPE**

This policy applies to all Center for Family and Child Enrichment employees and applicants for employment. (See Drug Free Workplace Policy)

### **POLICY**

The Center for Family and Child Enrichment has an obligation to its employees, clients and the public at large to reasonably ensure safety in our workplace, as well as safety in our products. Consequently, the following are strictly prohibited: use, possession, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on Corporate premises or while on Corporate business.

With that said, all employees must pass a pre-employment drug screen. Additionally, if it is suspected, with reasonable cause, that an employee is engaging in the use of any intoxicants while on Corporate premises or while on Corporate business, the employee will be asked to immediately submit to a mandatory drug test.

Employees found to be in violation of this policy can be subject to counseling by his/her immediate supervisor, referred to a drug counseling facility and dismissal.