Drug-Free Workplace

Illegal drugs in the workplace are a danger to us all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do. We will not tolerate the illegal use of drugs here--and now, by law, we cannot. Under the federal Drug-Free Workplace Act, in order for Community health Care to be considered a “responsible source” for the award of federal contracts, we have developed he following policy:

Effective immediately, any location at which Community Health Care business is conducted, whether at this or any other site, is declared to be a drug-free workplace. This means:

- All employees are absolutely prohibited from unlawfully manufacturing, distribution, dispensing, possessing, or using controlled substances or alcohol in the workplace.

The following is a partial list of controlled substances:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, “designer drugs”, etc.)

Any employee violating the above policy is subject to discipline, up to and including termination, for the first offense.

- Employees have the right to know the dangers of drug abuse in the workplace, and the Community health Care’s policy about them, and what help is available to combat drug and/or alcohol problems. This document spells out Community health Care’s policy and some of the most common dangers of using drugs and alcohol.

To assist employees in overcoming drug abuse problems, Community Health Care may offer the following rehabilitative help:

- Current medical benefits for substance-abuse treatment Information about community resources for assessment and treatment
- Counseling program; EAP (Employee Assistance Program) through Magellan Behavioral Health

In addition, Community Health Care will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

- Any employee convicted of violation a criminal drug statute in this workplace must inform Community Health Care of such conviction (including pleas of guilty and no contest) within five (5) days of the conviction occurring. Failure to inform the company subjects the employee to disciplinary action, up to and including termination for the first offense. By law, Community Health Care will notify the federal contracting officer within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

- Community Health Care reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

- Community Health Care reserves the right to require drug testing for cause. If an employee is suspected of drug or alcohol use while at work, the supervisor or member of management will escort the employee immediately to the lab to be tested.

ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITIONAL OF CONTINUED EMPLOYMENT.

Please refer any questions on the above policy to your supervisor or the Human Resource Director or their designee.

COMMUNITY HEALTH Care

Drug-Free Workplace
Employee Acknowledgement Form

Under the Drug-Free Workplace Act, Community Health Care is required to certify that we have provided information to make our employees aware of:

- the dangers of drug abuse in the workplace,
- the company's policy concerning the illegal presence and/or use of drugs in the workplace, including the disciplinary steps that may be taken for violating that policy,
- and any available help for combating drug abuse.

By my signature below, I certify that I have been given a copy of the company's policy on drug use in the workplace, which discusses the above, and have been given the opportunity to discuss and ask questions on the above topics.

_____
Signature

_____
Print name here

_____
Clinic/Area

_____
Date