



# **A KIND & CARING** *Home Care, LLC*

3022 Javier Road Suite 110-B

Fairfax, VA 22031

Phone: (703) 965-9162/ (703) 965-5648

Fax: (703) 879-4591

## **DRUG FREE WORKPLACE POLICY:**

A Kind & Caring Home Care, LLC is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.

## **PURPOSE:**

To provide a safe and drug-free environment for employees and clients.

## **POLICY:**

A Kind & Caring Home Care, LLC is a drug free workplace and as such, we prohibit the use of no-prescribed drugs or alcohol during working hours. If the employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance to an including termination.

## **PROCEDURE:**

Under the Agency's drug testing policy, current and prospective employees who work or would work in high-risk or safety-sensitive positions can be asked to submit to drug testing. No prospective employee be asked to submit to testing unless an offer of employment has been made. An offer by the agency, however, is conditioned on the prospective employee testing negative for drugs.

The agency's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee rights.

A laboratory licensed by the state will conduct any drug testing required or requested by the agency. All expenses related to the testing will be incurred by the agency. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by calling the laboratory before the employee is scheduled to be tested.

If the employee is asked to submit to a drug test, the Agency will notify the employee of the results after it receives them from the laboratory. To preserve confidentiality, the employee will be notified whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the receipt of the test result. In addition, the employee may have the same sample re-tested at a laboratory of the employee's choice at his/her own expense.

If there is reason to suspect that the employee is working while under the influence of illegal drug or alcohol, the employee will be suspended with or without pay until the results of a drug and alcohol test are made available to the Agency by the testing laboratory. Where drug or alcohol is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

The Agency will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the result will have access to them. The employee will be asked for the employee's consent before test results are released to anyone else. Be advised however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employees' drug testing. Also, results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

Besides being outlined in the Agency manual, the Agency's drug policy is posted in the office where the employee may review it. In addition, copies are available in the Agency during regular business hours.

Employee name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date : \_\_\_\_\_