

THE COMMUNITY FOUNDATION OF CARROLL COUNTY is a drug -free and alcohol-free workplace.

To ensure the high standards necessary to conduct the Community Foundation's business and to comply with the requirements of the current Federal law on the matter, the Community Foundation has instituted this Drug-Free and Alcohol-Free Policy. The Community Foundation's purpose in implementing this policy is to provide a drug-free and alcohol-free workplace to ensure a safe, healthy and productive environment for all employees. In addition to being concerned about the well being of our employees, there is equal concern that the community Foundation's reputation is not compromised in any way. Our policy is as follows:

Employees must report to work in a fit condition to perform their duties. Being under the influence of drugs or alcohol is not acceptable.

The Community Foundation of Carroll County prohibits the unlawful manufacture, distribution, dispensing, possession or use or abuse of illicit drugs, alcohol or prescription drugs if used in a way that is illegal or counter to published policies controlling substances in the workplace. The workplace includes the Community Foundation's offices all premises used to further or programmatic activities.

An employee will not be terminated for voluntarily seeking assistance for a substance abuse problem, however, performance, attendance or behavioral problems may result in disciplinary actions up to and including termination.

If you are taking physician prescribed medication, you must notify your supervisor if there is a likelihood that such medication could affect your job performance and safety.

A conviction for drug or alcohol abuse crimes will be considered to be in violation of our substance abuse policy. An employee may be subject to termination or required to submit to a bona fide drug or alcohol abuse rehabilitation program. The Community Foundation will inform appropriate

law enforcement authorities of any drug or alcohol related crime that occurs in the workplace.

“Drugs” means any substance taken into the body, other than alcohol, which may impair one’s mental faculties and physical performance.

“Abuses” means and use of any illegal drug or use used of any drug, including alcohol, over the counter or prescription drugs when use is not in conformance with prescription requirements or circumstances where use is not permitted.

All employees will be made aware of this policy by a physical distribution of the printed policy or by email.