

# COMMUNITY CHURCH

## DRUG AND ALCOHOL POLICY

### STATEMENT OF PURPOSE

COMMUNITY CHURCH has a commitment to its employees, members, visitors, and the community to provide an alcohol- and illegal drug-free working environment. COMMUNITY CHURCH expects employees to be in a suitable mental and physical condition to perform their assigned job duties satisfactorily at all times. In addition, COMMUNITY CHURCH has an obligation to its employees to ensure safe working conditions. To meet these obligations and to further our commitment to promote high standards of employee performance, productivity, health, safety and reliability, COMMUNITY CHURCH has established this policy.

This policy covers all applicants for employment, all hourly and salaried employees, and all volunteers on COMMUNITY CHURCH property or participating in COMMUNITY CHURCH-sponsored activities.

### PROHIBITED BEHAVIOR

The following clearly outlines COMMUNITY CHURCH's position regarding drugs and alcohol and the behaviors prohibited by this policy.

Employees and Volunteers shall not:

- Report for work or remain at work with any detectable level of alcohol or controlled substance, intoxicant or illegal drug in their system.
- Engage in the unauthorized use of any alcohol or illegal drug on COMMUNITY CHURCH premises or on COMMUNITY CHURCH time, including during rest and meal periods.
- Possess or attempt to distribute, sell, obtain, manufacture, transfer, share or receive any alcohol, controlled substance (drugs) or any other substances that impair job performance or pose a hazard to the safety and welfare of the employee/volunteer, coworkers, members, visitors, attendees, or members of the community. COMMUNITY CHURCH prohibits the use of drug paraphernalia or alcohol containers while you are on COMMUNITY CHURCH property or COMMUNITY CHURCH time. Violation of this rule will result in disciplinary action up to and including termination of employment.
- Use medically authorized (prescription) or over-the-counter drugs in a manner inconsistent with the directions for the medication.

### MEDICALLY AUTHORIZED (PRESCRIPTION) DRUGS, OVER-THE-COUNTER DRUGS AND ALCOHOL

When your doctor prescribes prescription drugs, you must ask whether the drugs will impair your ability to safely perform your job. If so, get the doctor's statement in writing. The doctor should be familiar with your work duties before signing the statement. The statement need not identify the drug, but may simply say that you are unable to perform safety-sensitive functions due to your prescription medication. Give the doctor's written statement to your supervisor. COMMUNITY CHURCH may ask the physician to complete a fitness-for-duty form indicating when we can expect you back at work. Where possible, COMMUNITY CHURCH may temporarily assign other work consistent with your medical condition.

Some over-the-counter drugs also may impair job performance. Please read the instructions carefully to determine if any drug you are taking will impair your ability to safely perform your job. COMMUNITY CHURCH may require a physician's written certification from employees requesting a job reassignment or time off for medical reasons or because they are taking an over-the-counter drug that impairs performance or safety. The certification need not identify the name of the drug. Abuse of medically authorized or over-the-counter drugs is a violation of this policy. Using another person's prescription medication is also considered abuse.

## VIOLATION OF POLICY

Employees who violate the drug and alcohol policy are subject to disciplinary action, up to and including termination.

## DRUG AND ALCOHOL TESTING

COMMUNITY CHURCH tests for drugs and alcohol under the circumstances described below. We may require urine, saliva, breath, and/or blood samples for a drug or alcohol test. When samples need to be analyzed in a laboratory, we will use one that is properly licensed.

---

## SUSPICION

An employee's performance, appearance, behavior, speech, mood, odors, etc., can provide reasonable suspicion of a drug and/or alcohol policy violation. The suspicion can be grounds for requiring a fitness-for-duty evaluation, including a drug and/or alcohol test. The basis for reasonable suspicion can include, but is not limited to, the following:

- Absenteeism or tardiness
- The smell of alcohol or drugs
- Declining work performance (after unsuccessful supervisor intervention)
- Physical indicators (for example, pinpoint pupils, dilated pupils, change in skin coloration, bloodshot eyes, excessive perspiration, etc.)
- Behavioral indicators (for example, stumbling, slurred speech, incoherent speech, rapid speech, apparent confusion, moodiness, weariness, fatigue, unusually energetic, unfocused, lack of concentration, disorientation, emotional outburst, hostility, unexplained changes in behavior, inability to do normal job tasks, the unsafe handling of equipment or tools, behaviors such as drinking alcohol or using drugs, etc.)

When there is reasonable suspicion, the employee is not to return to work until fitness for duty is established. COMMUNITY CHURCH will treat this time as a suspension pending the outcome of the drug and alcohol testing. In the absence of any other concurrent disciplinary action, COMMUNITY CHURCH will pay for the straight time lost from work if the test results are negative.

---

## ACCIDENTS

An accident includes any incident involving property damage, physical injury or near miss. Any employee or volunteer that contributes to or causes an accident (e.g., a driver who runs someone over) is subject to a drug test, as are any injured employees.

Important note: If a subsequent incident investigation results in a recommendation for termination of employment or other disciplinary action (i.e., for safety or other policy violation), the termination or other disciplinary action will occur regardless of the test results.

---

## TESTING AS OTHERWISE REQUIRED BY A STATE OR FEDERAL LAW OR REGULATION

You will also be required to submit to any drug or alcohol tests that are required by state or federal law or regulation while you are on COMMUNITY CHURCH property or on COMMUNITY CHURCH time.

---

## POSITIVE TEST

If the test is positive, we may refer the employee to a certified drug and alcohol treatment center in lieu of discipline on the first such occasion. The following procedure will apply:

- All “positive” tests are retested for confirmation. For a urinalysis, a gas chromatography/mass spectrometry test, or a superior or equally reliable test, will be conducted. Confirmatory tests also will be done for saliva, blood alcohol tests, breath tests or any other substance test.
- If the secondary test confirms the initial positive result, COMMUNITY CHURCH will immediately suspend the employee (without pay) for violation of COMMUNITY CHURCH policy. The employee may then either sign a “Last Chance Agreement” and seek treatment, or sever his or her employment.
- Before returning to work, the employee is required to submit to an alcohol and/or drug test. This test must be alcohol-free and drug-free to allow the employee to return to work. After returning to work, the employee is required to submit to unscheduled testing at the employer’s discretion. The time period for unscheduled testing will be stated in the last chance agreement and may range from 12 months to five years. COMMUNITY CHURCH may also require other conditions. Refusing to take a test during this period is considered a breach of the “Last Chance Agreement” and will result in immediate termination. A positive test will result in immediate termination for violation of COMMUNITY CHURCH policy.
- When an employee who is under a “Last Chance Agreement” tests positive for alcohol or drug use, the employee will be discharged. (Only one “Last Chance Agreement” is permitted; a second positive test will result in immediate termination.) COMMUNITY CHURCH will also terminate an employee for any other violation of a “Last Chance Agreement,” as determined by COMMUNITY CHURCH or the certified drug and alcohol counselor, apart from a positive test result.
- Any costs accrued for treatment is the sole responsibility of the employee.

---

## APPEAL PROCEDURE

When a sufficient sample is available, the employee or applicant, at his or her expense (but maintaining an independent chain of custody), will have the opportunity to have the sample sent from the original laboratory to a second licensed or approved facility for GC/MS testing or other approved confirmatory test. An employee may request an independent test by notifying their Supervisor in writing within five calendar days after the day the employee is informed of the test results. The test result will be kept confidential and will be available only to the employee and designated COMMUNITY CHURCH representatives. If disciplinary action is executed for reasons other than the test results, the appeal will have no effect on such action. There is no appeal procedure for a confirmed positive breath alcohol test.

---

## REFUSAL TO TEST

COMMUNITY CHURCH will terminate an employee or withdraw any offer of employment to an applicant who refuses to submit to drug and alcohol testing under the conditions described in this policy or who otherwise fails to comply with this policy, the testing requirements, or COMMUNITY CHURCH’s related requests.

Refusal to submit to a test includes failing without valid medical explanation to give enough urine, breath, blood or other approved physical sample for a drug or alcohol test and/or engaging in conduct that clearly obstructs the testing process.

---

## CONFIDENTIALITY

The results and records of alcohol and drug testing are considered confidential and must not be discussed or shared with anyone who does not need to know. Also, a manager must not discuss the suspected reason for a referral with anyone who does not need to know. These records shall not become part of an employee’s personnel file.

---

## TESTING SAMPLES

A local medical facility will collect samples for drug and alcohol testing. A licensed testing facility will do laboratory and confirmatory testing on samples. Employees and applicants may request the name and address of these facilities.

## SEARCHES

COMMUNITY CHURCH's policy on searches includes situations involving potential use or possession of drugs or alcohol on COMMUNITY CHURCH property or COMMUNITY CHURCH time.

## EMPLOYEE RESPONSIBILITY

It is the responsibility of all employees to:

- Sign a form consenting to drug and alcohol testing.
- Abide by this policy.
- Voluntarily seek assistance if you have a substance abuse problem.
- Encourage other employees to seek assistance.
- Report any violations or suspected violations of this policy to your supervisor or Personnel.

## OTHER CONDITIONS

Any employee found tampering with, substituting, adulterating, falsifying or altering a drug or alcohol sample, screening test or any aspect of the testing process or providing inaccurate or false information will be subject to disciplinary action up to and including termination of employment.

COMMUNITY CHURCH requires all employees to cooperate fully in any COMMUNITY CHURCH or law enforcement investigations resulting from this policy. This includes signing any necessary authorizations for releasing test results to COMMUNITY CHURCH. COMMUNITY CHURCH will consider refusal to authorize the release of test results as a refusal to test.

Any criminal conduct on COMMUNITY CHURCH time or business will result in disciplinary action up to and including termination. COMMUNITY CHURCH expects employees to be honest when questioned by a supervisor, manager or law enforcement officer. Any employee who intentionally interferes with a COMMUNITY CHURCH investigation will be subject to disciplinary action up to and including termination.

Employees must comply with all COMMUNITY CHURCH rules and job performance standards upon returning to work after completing a voluntary treatment program. Violation of COMMUNITY CHURCH policy or rules will result in appropriate disciplinary action separate from this policy.

COMMUNITY CHURCH reserves the right to decide whether reasonable suspicion exists, the level of discipline to be applied and whether an employee should be given the opportunity to participate in a drug and/or alcohol treatment program. COMMUNITY CHURCH may amend this policy at any time.

## MISCONDUCT AWAY FROM THE WORKPLACE

COMMUNITY CHURCH wishes to maintain an excellent reputation in the business and local community. We have a policy against misconduct that damages COMMUNITY CHURCH's reputation or an employee's working relationship with COMMUNITY CHURCH. This includes misconduct both at work and away from the workplace. COMMUNITY CHURCH policy *requires all employees to report drug- and alcohol-related arrests and convictions, including alcohol- or drug-related driving offenses, within five calendar days of their occurrence.* Violation of this policy will result in disciplinary action up to and including termination.

## DEFINITIONS

For the purpose of this policy, the following definitions are provided:

*“Presence”* is ANY DETECTABLE LEVEL of alcohol or drugs in an employee’s blood or urine as determined by the testing agency and COMMUNITY CHURCH.

*“Controlled substances”* are all forms of narcotics, depressants, stimulants, hallucinogens and cannabis, whose sale, purchase, transfer, use or possession is prohibited by law.

*“Over-the-Counter Drugs”* are those that are generally available without prescription from a medical doctor and are limited to those drugs that can impair the judgment of an employee to safely do his or her duties.

*“Medically Authorized (Prescription) Drugs”* are those drugs that are used during medical treatment and are prescribed and authorized for use by a licensed physician, practitioner or dentist.

*“Drug Paraphernalia”* are any items that are used for the administering or storing of prohibited drugs.

**Community Church**

512 East Seward Road

PO Box 1413

Guthrie, OK 73044

(405) 282-1230

[Info@CommunityChurch.tv](mailto:Info@CommunityChurch.tv)

# COMMUNITY CHURCH

## DRUG AND ALCOHOL POLICY

### READ BEFORE SIGNING

I have read the Community Church Drug and Alcohol Policy.

I understand that compliance with the Policy is a condition of employment and that if I violate the Policy or refuse to timely cooperate with the testing procedures, I am subject to discipline up to and including discharge.

I hereby formally waive and give up any expectation of privacy in any of my personal effects brought onto the Company's property or maintained on the Company's property such as desks, lockers, lunch boxes, purses, clothing, brief cases and automobiles.

I understand that I hereby consent to the release of any drug testing results to the Company, and these results may be used as evidence in any proceedings that I may institute against the Company including, but not limited to, workers compensation or unemployment claims.

I acknowledge that I have been given a personal copy of the Community Church Drug and Alcohol Policy.

I AGREE TO FOLLOW THE COMMUNITY CHURCH DRUG AND ALCOHOL POLICY.

**DO NOT SIGN IF YOU HAVE NOT READ THIS AGREEMENT.**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE