

United Methodist **Youth Home**
2521 N. Burkhardt Road
Evansville, IN 47715
812-479-7535

DRUG FREE POLICY

The following is a statement reflecting the United Methodist Youth Home agency providing and maintaining a drug free work place:

- a. All employees are informed that the unlawful manufacture, sale, or distribution or possession of a controlled substance is prohibited and will lead to specified sanctions by the U.M.Y. H. administrator.
- b. All employees are informed of the dangers of drugs in the company's anti-drug policy and penalties within the orientation period of their employment.
- c. Each employee is provided with a copy of the drug free work place statement.
- d. Each employee is notified that compliance with the statement is a condition of the employee's employment.
- e. Each employee is notified that to remain in compliance with U.M.Y.H. regulations employees must notify the employer within five days of any conviction for a drug violation in the work place. Upon receiving such notice the employer will notify the contracting government agency within 10 days of the conviction. Upon receiving notice of a conviction by an employee the company will within 30 days take disciplinary action against the employee and sanctions as deemed necessary by the administrator and the board of directors and may include the recommendation of the employee to treatment program.
- f. Employees operating U.M.Y.H. vehicles and/or operating personal vehicles with U.M.Y.H. residents or clients of U.M.Y.H. at any time with any measurable amount of alcohol or illegal drug in their blood, the violation of which shall result in appropriate sanctions as deemed necessary by the administrator and the board of directors.

Signature

Date