

## **Facility's Policy for the Drug Testing of Employees Who Have Direct Contact with Residents**

CC Young seeks to provide a safe living environment for all residents and a safe work environment for all employees. It is expected that all employees are free of substance abuse and its effects so that they are physically and mentally capable of performing their duties. The abuse of drugs and alcohol is an unsafe and counterproductive practice detrimental and dangerous to the employee in their higher performance of job duties and detrimental to the welfare of the elderly population served by CC Young. Accordingly, such abuse will not be tolerated at CC Young. The policies described below are designed for the safety of employees and the at-risk elderly population they serve.

For the purposes of CC Young's Substance Abuse Policy, drugs shall include not only illegal drugs but also prescription drugs which are not taken in accordance with a physician's instructions and/or taken by someone other than the person for which they were prescribed. The use of, being under the influence of, or in the possession of, alcohol or drugs on campus is strictly prohibited. The manufacturing of, selling of, trading of, or offering for sale of drugs or alcohol on campus is also strictly prohibited. Employees violating this policy will face prompt disciplinary action up to and including, but not limited to, immediate termination.

All applicants, who are offered employment, may be required to undergo screening for the presence of drugs and/or alcohol. An offer of employment shall be contingent upon receipt of a negative screening. All employees sustaining on-the-job injuries will also be required to submit to a drug/alcohol test. Any employee who appears to management to be impaired or under the influence of drugs and/or alcohol while on the premises of CC Young will also be required to submit to drug/alcohol testing. Random testing of all employees will also be conducted on a routine basis. Any employee testing positive for drugs or alcohol will be subject to appropriate action by CC Young which may include immediate termination of employment.

All drug/alcohol tests (blood or urine sampling) will be conducted by an entity that is unaffiliated with CC Young and will be conducted under conditions that respect individual privacy and in accordance with the chain of custody. The results of the test will be disseminated only to appropriate management officials on a need-to-know basis and otherwise remain confidential. No drug/alcohol test will be conducted without the employee's signed consent form authorizing the test and the release of the test results to CC Young and releasing CC Young from any liability in connection with such test. Refusal to submit to a required drug/alcohol test or to sign the required consent or authorization will result in immediate termination of employment.

CC Young encourages any person who is concerned that he/she has a drug or alcohol problem to seek help. If an employee seeks help in dealing with his/her use of drugs or alcohol, management staff will give due consideration to the employee's circumstances. Decisions regarding the effect of the employee's acknowledged drug or alcohol problem on the employee's employment at CC Young will be made on a case by case basis. If an employee with an acknowledged problem is retained in CC Young's employment, he/she shall be removed from client responsibility until and unless it is determined to the satisfaction of appropriate leadership, based on input from any

member of the program staff, that the employee is in compliance with an approved recovery program and otherwise appears capable of performing client related duties. Any employee with an acknowledged drug/alcohol problem who is retained by CC Young may be subject to more frequent testing for the presence of drugs/alcohol.