

**Policy:**

It is the policy of Palmer's Home Care, LLC to provide a drug free work place in accordance with the 1988 Drug Free Work Place Act. It is the firm policy of Palmer's Home Care, LLC to prohibit the unlawful manufacture, distribution, dispensing, possession or use of any alcoholic beverages, non-therapeutic drugs or controlled substances in the work place. This does not include any legal non-prescription or therapeutic medications prescribed to employees by a licensed physician and approved for use during working hours by said physician. All Employees should inform their supervisor of any medication being taken so that precautions can be take regarding safety issues such as operating equipment or vehicles, etc.

**Comments:**

Employees under the influence of alcohol or non-prescription drugs during work are a serious risk to themselves, fellow workers and individuals. Therefore, any employee who violates this policy will be subject to disciplinary action which may include suspension, termination or referral for prosecution.

In addition, all employees are required to notify the Director of any criminal drug statute conviction, whether under state or federal law, for violations occurring in the work place. Such notification to the company shall be made by the employee no later than 5 days after said conviction.

Palmer's Home Care, LLC reserves the right to request drug and/or alcohol testing of employees:

- 1- When employment is being considered and there is any question about use if substances that will impair an employee's ability to perform job duties.
- 2- When an individual in the care of the agency is jeopardized or potentially could be jeopardized by an employee's actions in any way.
- 3- If there is any reason to suspect that the employee may be impaired at work, whether this causes immediate danger/risk to the individuals being cared for or not.
- 4- Refusal of any testing requested will be cause for immediate termination.