

**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. Any prescription medication that can impair an employee's ability to safely work or that may impair or effect safe decision making may not be used while providing care for our individuals.

**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.

**Impaired Work**

Impaired work is being physically and mentally unable to perform assigned work functions safely due to the use or aftereffects of alcohol, cannabis, illegal drugs, prescription drugs, over the counter medications, or any other issues that may impair judgement and/or performance. Any impairment can cause physical and behavioral changes that affect a person's ability to work safely, putting them, their co-workers, or individuals served at risk of injury or harm.

Palmer's Home Care is committed to providing the best services possible for the individuals in our programs. Best services must be provided in a safe environment for our staff and individuals. For this to happen, Palmer's Home Care has instituted this policy with respect to workplace impairment.

**Policy:**

If an employee is impaired at work due to illegal drugs or medication (i.e. medication that does not belong to them), disciplinary or corrective action will be used, up to but not limited to immediate termination.

If an employee takes prescription medication for any disease or disorder, and that medication may impair your ability to work safely and effectively, inform your supervisor before working. Reasonable accommodations will be sought for the employee and discretion will be used.

If an employee suspects a co-worker is impaired while at work, affecting their ability to work safely, the employee must report it to their supervisor, director, and/or owner immediately. This report will be confidential. If an employee is aware of a co-worker being impaired at work and does not report it, the employee can be subject to corrective action up to and including termination.