

## **7.04 Drug-Free Workplace**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a zero tolerance for substance abuse in the workplace.

### Procedure:

Licking/Knox Goodwill Industries, Inc. will not tolerate or condone behaviors on the part of its employees that relate to substance abuse including:

- Use of illegal drugs
- Misuse of alcohol
- Sale, purchase, transfer, use or possession of any illegal drugs or prescription drugs or prescription drugs obtained illegally
- Reporting to work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is affected

Management is charged with maintaining a Drug-Free Workplace Program that establishes clear guidelines for acceptable and unacceptable employee behavior. Each employee is required to acknowledge in writing receipt of the Drug-Free Workplace Program. All employees will be required to attend annual Drug-Free Workplace Program training; documentation of such training will be maintained by the organization.

Failure to comply with this policy or any requirement under the Drug-Free Workplace Program will result in disciplinary action and/or termination.