

Hawkeye Area Community Action Program, Inc.	Policy # 249
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Drug-Free Work Place	Effective: May 25, 1995
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at HACAP work sites and by employees while at work at non-HACAP work sites.

Standard Operating Procedure

Non-Compliance: Any employee violating this policy will be subject to disciplinary action (within 30 calendar days) as follows:

1. **First Offense:** The employee may be placed on disciplinary probation or suspended if the employee participates satisfactorily in a drug abuse assistance or rehabilitation program. If the employee refuses, employment will be terminated.
2. **Second Offense:** Employee will be terminated.
3. Employees who are in their initial probationary period will have their employment terminated at first offense.
4. Nothing precludes HACAP from terminating an employee who has violated this policy for the first time if there are other grounds for termination.

Notification of Conviction to HACAP: Employee must notify HACAP in writing of any conviction for a violation of a criminal drug statute, which occurred during working hours, whether the violation occurred at HACAP work sites or non-HACAP sites. This notification must be submitted within 5 day of the conviction. Failure to notify is grounds for termination.

Dangers of Drug Abuse in the Workplace Use of drugs endangers the physical and mental well being of employees and clients. In addition, HACAP may be vulnerable to loss of grant funding, which would result in far reaching consequences.

Drug Counseling Rehabilitation Options: The Drug Abuse Rehabilitation programs authorized by HACAP's medical insurance through Freestanding Substance Abuse Facilities such as the Area Substance Abuse Council in Cedar Rapids and the Mid-Eastern Council on Chemical Abuse in Iowa City. Additional treatment can be obtained through chemical dependency centers at local area hospitals. To enter any rehabilitation program, you will need both a doctor's referral and pre approval of HACAP's insurance carrier (If an alternate insurance carrier covers you we suggest you check with them prior to admittance as to your liability.). **HACAP is not responsible for the expense of treatment.**

All employees will be required to sign an acknowledgement of HACAP Drug-Free Work Place Policy as part of new employee orientation. Employees will also receive a copy at orientation as well as annually during the benefit open-enrollment sign-up period.

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Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.