

## **Appendix 18**

### **McKeel Academy of Technology Drug Free Workplace General Policy**

It is McKeel's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on McKeel premises and while conducting business-related activities off McKeel premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, McKeel has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through McKeel's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all McKeel policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause McKeel any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify McKeel of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director without fear of reprisal.