


1.3.2	<b>DRUG FREE WORKPLACE</b>	Effective: 01/96 Revised: 03/16 Reviewed/Approved by Bd. of Dir.: 05/22  <hr/> Kirk Davis, President/CEO
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**Policy Statement:**

Lakemary Center (LMC) provides a drug-free, safe working environment in accordance with the Drug-Free Workplace Act of 1988.

**Policy:**

Employees are required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily. The use, possession, sale or distribution of illegal drugs or the improper or abusive use of legal drugs, alcohol or other intoxicating substances by LMC employees or being under the influence of any of the above, while on LMC property, in LMC vehicles, at other work locations or during regular work hours even if on an off-grounds break is strictly prohibited.

All supervisors and employees are required to notify the LMC Human Resources Department when they have reason to believe an employee is violating the above prohibition and/or when they observe an employee who demonstrates impaired behavior. LMC Human Resources Department may request a drug or alcohol test (at LMC's expense). Failure to submit to required testing will result in termination.

When the substance use prohibited here is found to have occurred, the employee may be offered assistance (which must be complied with) and/or disciplinary action, up to and including termination of employment.

**Policy Reference:** None

**Procedure Reference:** Anti-Drug & Alcohol Misuse Prevention Policy (FTA/DOT)  
Employee Handbook  
Employee Assistance Plan

**Application:** All Services