

ALCOHOL- AND DRUG-FREE WORKPLACE

[B3]

I. PURPOSE

The purpose of this policy is to affirm Thetford Academy's commitment to an alcohol- and drug-free workplace.

II. DEFINITIONS

Alcohol:

Any alcohol, spirits, or malt beverages as defined by federal or state regulation or statute, including but not limited to beer, porter, stout, ale, wines, cordials, and liquors. Alcohol may also include medicinal products, such as Listerine or Nyquil, which contain high percentages of alcohol, if abuse of these products results in intoxication.

Drug:

Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or state regulation or statute.

Workplace:

The site for the performance of work for the school, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off-school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event, where students are under the jurisdiction of the school.

Employees:

All persons directly or indirectly compensated by the school for providing services to the school, and all employees of independent contractors who provide services to the school.

III. POLICY

It is the policy of Thetford Academy to maintain a workplace free of alcohol and drugs as defined above. No employee shall unlawfully manufacture, distribute, dispense, possess, or use alcohol or any drug in the workplace; nor shall any employee be in the workplace while under the influence of alcohol or drugs.

Marijuana:

Marijuana is a controlled substance under federal law. The school has no obligation to accommodate the use of marijuana—medical or otherwise—in the workplace. Even if an employee has a prescription for medical use of marijuana, the school strictly prohibits being under the influence of or using marijuana during work hours, on the school premises, or during any school-sponsored trip or activity off campus. An employee who exhibits signs of being under the influence of or who uses marijuana during work hours, on the school

premises, or during any school-sponsored trip or activity off campus may be subject to disciplinary action, up to and including termination.

Prescribed or Over-the-Counter Medications

If an employee is taking any prescribed or over-the-counter medication, it is the employee's responsibility to ask his/her physician if the medication will have, or has the potential to have, any effect on job safety or performance, and, if so, to inform his/her supervisor prior to commencing work. Employees are not required to identify the medication or the underlying illness. Various federal, state, and local laws protect the rights of individuals with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

Additionally, nothing in this policy precludes the appropriate use by an employee of legally prescribed medications. However, the supervisor shall determine if it is necessary to temporarily place the employee on another assignment or remove the employee from the workplace in order to ensure the safety of the Academy's employees and students.

IV. COMPONENTS OF POLICY

A. Employees Suspected of Being Under the Influence

If there are reasonable grounds to believe that an employee is under the influence of alcohol or drugs while on or in the workplace, the employee may be immediately removed from the performance of his/her duties.

B. Employee Responsibilities

As a condition of employment, each employee shall notify the Head of School in writing of his/her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Head of School no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as shall any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Head of School shall notify any federal or state officers or agencies legally entitled to such notification.

C. Violations of Policy

An employee who violates the terms of this policy may be required to satisfactorily complete an alcohol- or drug-abuse assistance or rehabilitation program approved by the Head of School. In addition, an employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination.

ADOPTED: September 13, 2018