

**DIOCESE OF ALLENTOWN
SUBSTANCE ABUSE POLICY
FOR LAY EMPLOYEES**

I. Statement of Purpose

Alcohol and/or substance abuse is a serious problem that affects the professional, personal and family lives of individuals. The Diocese of Allentown recognizes the risks, costs and dangers associated with the abuse of alcohol and other controlled substances by employees, and is committed to providing a safe, healthy, productive workplace that is free from the effects of substance abuse. Therefore, we have adopted this policy to ensure the safety of the working environment for all employees of the Diocese of Allentown.

II. Statement of Policy

The Diocese of Allentown prohibits the unlawful manufacture, distribution, possession, use, transfer, purchase or sale of alcohol or any other controlled substance in any office, school, church, or diocesan property or while performing any business on behalf of the Diocese. Employees are prohibited from reporting to work under the influence of alcohol or any other controlled substance.

III. Violation of Policy

Any violation of this policy will result in disciplinary action up to and including immediate termination of employment. In addition, employees convicted of drug violations are subject to immediate termination.

If the Diocese has any reason to suspect that a violation of this policy has occurred, the Diocese may subject employees to drug/alcohol tests. A positive test will result in disciplinary action up to and including immediate termination of employment.

IV. Employees in Safety Sensitive Positions

All employees who perform "safety sensitive functions" are subject to drug and alcohol testing as required by the Federal Highway Administration and the U.S. Department of Transportation under 49 CFR Parts 382, 383, 390, 391 and 392.

"Safety-sensitive functions" within the Diocese of Allentown include but are not limited to: 1) operating a vehicle with a gross weight of over 26,000 pounds; 2) operating a vehicle designed to transport 16 or more passengers, including the driver; and 3) maintaining or repairing a vehicle used to transport 16 or more passengers.

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Drug and Alcohol Testing will be performed as required in the following circumstances:

Pre-employment
Reasonable Suspicion

Post-Accident
Return-to-duty

Random
Follow-up

PROCEDURES FOR TESTING:

Testing will be conducted by a certified testing laboratory according to 49 CFR Part 40 requirements.

V. Employee Assistance Program

Employees with substance abuse problems are encouraged to seek assistance and rehabilitation. Confidential assessment and treatment programs are available by contacting:

The Counseling Department at the Catholic Social Agency
Local community health organizations

Services include information, referral, outpatient and intensive treatment as well as therapy. Service costs not covered under the employee's health insurance program are the responsibility of the employee.

The employee's request for assistance is protected if made voluntarily.

VI. Employee Awareness Certification

By my signature, I certify that I have received a written copy of the Diocese of Allentown Substance Abuse Policy. I have read and fully understand the policy, and agree to abide by its full terms. I also certify that I will notify the Diocese of any criminal drug conviction for a violation occurring at the workplace no later than five (5) days after such conviction.

Employee's Signature: _____ Date: _____

Episcopal approval 1 December 2000