

DRUG AND ALCOHOL FREE WORK ENVIRONMENT

Ohel Sholom Temple ("OST") is committed to providing a safe and productive work environment, and to ensuring the safety of our members and students. In order to promote the safety and well being of our members and our employees, OST has adopted the following Drug and Alcohol Free Work Environment policy, which will apply to all individuals hereafter seeking and currently holding positions with OST.

The unlawful use, manufacture, dispensation, possession, distribution or sale of alcohol, illegal drugs, or other controlled substances anywhere at work or while on working time is prohibited and considered a willful violation of OST policy which may result in immediate termination of employment.

All employees have the responsibility to report to and be at work in a fit condition to perform their jobs without unnecessary risk to themselves or other individuals. Under no circumstances are employees permitted to report to work under the influence of illegal drugs¹, other non-prescribed or abused controlled substances, or alcohol. All employees whether salaried, contracted, temporary, flex, interns, or otherwise may be subject to drug, controlled substance, and alcohol screening in the following circumstances:

1. Pre-employment/Post-offer – Any applicant, new hire or transfer will generally be required to consent to and successfully pass a drug/controlled substance test as a condition of employment. A positive drug test may result in withdrawal of the offer of employment.
2. Reasonable Suspicion – Employees will be required to submit to alcohol, drug and/or controlled substance testing where there is reason to believe they are under the influence of one of these substances or that one of these substances may be affecting their work performance. Reasonable suspicion includes, but is not limited to, the good faith observation of a supervisor, employee, or Board Member that the employee is unfit to work or is otherwise under the influence.
3. Post Accident – Employees will generally be subject to alcohol, drug and/or controlled substance testing when they cause or contribute to accidents in the workplace, while on duty, or involving OST property.
4. Follow-up – An employee who fails an alcohol, drug and/or controlled substance test, or who refuses to submit to such a test, may be subject to immediate termination. Depending on the circumstances and the employee's history with OST, and in OST's sole discretion, the OST may offer an employee who violates this policy the opportunity to return to work on a last-chance basis pursuant to certain terms. Generally, such employees will not be allowed to return until they pass another test, and continued employment may thereafter be contingent upon abstinence from drugs, alcohol and/or controlled substances as determined by future planned or unannounced testing.

¹ For purposes of this policy, the term "illegal drug" is intended to include drugs which are illegal under either Federal or state law (or both).

5. Random – All employees may be subject to selection for random testing, or if OST determines that all employees should be re-tested from time to time.

Refusal to consent to drug, alcohol, or controlled substance screening or treatment as required by OST may subject the employee to immediate suspension or termination and may result in discipline up to and including termination. Testing may include urine testing, hair follicle testing, or any other form of testing allowed by law.

All employees must notify OST within five (5) days of any arrest or conviction of a violation of drug statutes.

Any testing for controlled substances, drugs, or alcohol will be referred to a licensed third party administrator, and will be conducted in compliance with applicable law.