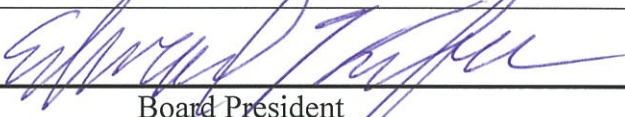



OHEF SHOLOM TEMPLE		Policy and Procedure
Name of Policy:	Anti Substance Abuse Policy	
Policy Number:		
Department:	Personnel	
Purpose:	Ohef Sholom Temple (“the Temple”) takes seriously the problem of drug and alcohol abuse, and is committed to provide a substance abuse free work place for its employees. This policy applies to all employees of the Temple, without exception, including part-time and temporary employees.	
Effective Date:	August 20, 2015	
Last Rev. Date:		

Required Signatures:	 _____
	Board President
	 _____
	Board Secretary

	Board Treasurer

Definitions:	
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Policy:	<p>1. No employee is allowed to consume, possess, sell or purchase any alcoholic beverage or illegal drug on any property owned or leased on behalf of The Temple, or in any vehicle owned or leased on behalf of the Temple, or on any work site or premises where the employee may be working. No employee may use, possess, sell, transfer or purchase any illegal drug or alcoholic beverage, which may alter an individual’s mental or physical capacity to perform his/her work on behalf of the Temple. The exceptions to these work restrictions are the following:</p> <ul style="list-style-type: none"> a. aspirin or ibuprofen based products; b. legal drugs which have been prescribed to that employee, and which are being used by that employee in the manner prescribed; c. wine that may be consumed by an employee, for worship services or
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during other events at the Temple, during the employee's non-working time and in a manner that will not impair the employee's work or the reputation of the Temple.

2. The Temple will not tolerate employees who report for duty while impaired by alcoholic beverages or drugs. Employees who violate this Anti-Substance Abuse Policy will be subject to disciplinary action, up to and including termination.
3. All employees should report evidence of alcohol or drug abuse to a supervisor or to the rabbi or cantor. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation immediately or otherwise take immediate action to prevent injury and/or property damage. Failure to do so may result in disciplinary action up to and including discharge for the non-reporting employee.
4. As a part of our policy to ensure a substance abuse free workplace, the Temple may require that employees be tested for the presence of alcohol and/or drugs in their systems. Within the limits of federal and state laws, the Temple reserves its right to examine and test all employees for drugs and alcohol. Some testing situations may include, but are not limited, to the following:
 - a. Applicants and/or individuals who have been given conditional job offers with The Temple;
 - b. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
 - c. As part of an investigation of any accident or injury in the workplace;
 - d. As a follow-up to a rehabilitation program;
 - e. As necessary for the safety of employees, congregants, or the public at large; and
 - f. When an employee returns to work after an absence or suspension from work, other than any absence for accrued time off such as vacation or holiday leave.

Procedure: 1.

Related Policies:

Anti-Substance Abuse

Ohel Sholom Temple (“the Temple”) takes seriously the problem of drug and alcohol abuse, and is committed to provide a substance abuse free work place for its employees. This policy applies to all employees of the Temple, without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell or purchase any alcoholic beverage or illegal drug on any property owned or leased on behalf of The Temple, or in any vehicle owned or leased on behalf of the Temple, or on any work site or premises where the employee may be working. No employee may use, possess, sell, transfer or purchase any illegal drug or alcoholic beverage which may alter an individual’s mental or physical capacity to perform his/her work on behalf of the Temple. The exceptions to these work restrictions are the following:

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2. legal drugs which have been prescribed to that employee, and which are being used by that employee in the manner prescribed;
3. wine that may be consumed by an employee, for worship services or during other events at the Temple, during the employee’s non-working time and in a manner that will not impair the employee’s work or the reputation of the Temple.

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