

NORTHCARE NETWORK

POLICY TITLE: Drug Free Workplace	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 4/22/15	
REVIEW DATE: 3/17/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Human Resources Manager	CEO APPROVAL DATE: 4/3/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

It is NorthCare Network's policy to maintain a drug-free workplace. Any person accepting employment with NorthCare Network agrees to abide by the terms of this policy and procedure.

PURPOSE

NorthCare Network is and will remain a drug-free workplace. It is a violation of this policy for employees to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at NorthCare Network or while engaged in agency business off property. NorthCare provides the procedures to maintain a drug-free workplace and information on the Employee Assistance Program (EAP).

DEFINITIONS

N/A

REFERENCES

- Code of Conduct Plan
- Employee Assistance Services Policy
- Progressive Discipline Policy

HISTORY

NEW POLICY: 4/22/15

REVIEW DATE: 4/7/15, 2/25/16, 11/18/16, 9/27/17, 8/15/18, 11/25/18, 9/26/19, 7/29/20, 5/27/21, 3/24/22, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 9/27/17, 9/26/19, 7/29/20, 5/8/24, 3/17/25

CEO APPROVAL DATE: 4/7/15, 3/7/16, 1/4/17, 10/3/17, 12/4/18, 10/10/19, 8/4/20, 6/1/21, 4/5/22, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 4/22/15

PROCEDURES

As a condition of employment, a NorthCare Network employee agrees to notify the Chief Executive Officer (CEO) of any conviction for a violation of a criminal drug statute if the violation occurs in the workplace or while the employee is engaged in agency work off property. The following timeframe will be adhered to:

1. This notification must be made no later than five (5) calendar days after a conviction for violation of a criminal drug statute.
2. The CEO shall inform the Compliance Officer who will notify the appropriate agency(ies) within ten (10) calendar days of receipt of a notice of conviction under a criminal drug statute.
3. Within thirty (30) calendar days of notification of a conviction of a criminal drug statute, the agency will take appropriate actions as described below.
 - a. Any employee of NorthCare Network who violates this policy, or who has been convicted of a violation of a criminal drug statute, may be required to participate in a drug or alcohol abuse assistance or rehabilitation program approved by the Chief Executive Officer in accordance with federal law; and/or may have disciplinary action and sanctions imposed. Whenever permitted by agency regulations, rehabilitation is to be preferred to discipline for violations of this section.

Information on NorthCare's EAP is provided below, posted in the kitchens and available from the HR Manager.

NorthWestern Mutual EAP
888-893-6585
24 hours a day, seven days a week
www.healthadvocate.com/NM3