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| Baltimore Research and Education Foundation, Inc. | Drug-Free and Alcohol- Free Workplace Policy | No. | | 54 |
| | | Effective Date | | 6/23/09 |
| | | Revision Letter | | B |
| | | Final Approval Signature | Approved at the BREF Board meeting held 1/26/2011. | |

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will provide a drug-free and alcohol-free workplace.

2.0 Scope

This policy applies to all BREF employees.

3.0 Policy

3.1 To ensure the high standards necessary to conduct the BREF’s business, and to comply with the requirements of the Drug-Free Workplace Act of 1988, BREF instituted this drug-free and alcohol-free workplace policy. The Baltimore Research and Education Foundation purpose in implementing this policy is to provide a drug-free and alcohol-free workplace in order to ensure a safe, healthy, and productive work environment for all employees. In addition to being concerned about employee well-being, there is equal concern that the BREF’s reputation and image is not compromised in any way. The BREF’s policy concerning drug and alcohol use and abuse is as follows:

3.1.1 “Drugs” means any substance taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical performance.

3.1.2 **“Abuses” means any use of illegal drugs or use of any drug, including alcohol, over the counter, or prescription drugs when use is not in conformance with prescription requirements or circumstances where use is not permitted.**

3.1.3 BREF employees must report to work in a fit condition to perform job duties. Being under the influence of drugs or alcohol is not acceptable.

3.1.4 The BREF prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or counter to published policy on controlled substance in the workplace. The workplace includes the BREF’s office and all premises used to further BREF programmatic objectives.

3.1.5 A BREF employee will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, performance, attendance, or behavioral problems may result in disciplinary actions up to and including termination.

- 3.1.6 Employees taking physician-prescribed medication must notify the supervisor if there is likelihood that such medication could affect job performance and safety.
- 3.1.7 **A conviction for drug or alcohol abuse crimes will be considered to be a violation of BREF substance abuse policy. As a result of such conviction, a BREF employee may be subject to termination or required to submit a bona fide drug or alcohol abuse rehabilitation program. The BREF will inform appropriate law enforcement authorities of any drug-related crime that occurs in the workplace.**

4.0 Revision History

| Revision Date | Revision Letter | Name of Document Author | Description of Change |
|---------------|-----------------|-------------------------|--|
| 06/23/2009 | A | Heather Riley | Policy is put into approved format. |
| 01/26/2011 | B | Shirley Rutledge | Minor wording changes. Policy approved at BREF Board meeting held 1/26/2011. |
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