




Policy Area	Saftey-100
Policy Number	Safety-100
Subject	ALCOHOL AND SUBSTANCE ABUSE POLICY
Submission Date	2/1/2013
Approved Date	2/12/2013
Effective Date	2/7/2013
Revision History	Rev A
Approved BY	<p>Board of Directors</p> <p>Tomik Abrahamian (President)</p>  <p>Medik Baboumian (secretary)</p>

1. Rational or background to policy:

Homentemen Glendale Ararat Chapter (hereinafter Ararat) Is a Drug-Free Organization. The use of Illegal Drugs and Alcohol is inconsistent with the behavior expected of our members, employees, volunteers, visitors. The use of Illegal Drugs and Alcohol and misuse of Prescribed and Over the Counter Drugs, subjects members/employees/volunteers or visitors to unacceptable safety risks that undermine the Organization’s ability to operate safely, effectively, and efficiently.



2. Policy Statement:

Ararat prohibits the use, possession, sale, and/or distribution of alcohol and illegal/controlled substances and/or drug-related paraphernalia on Ararat premises or while performing duties for Ararat while away from Ararat premises, Ararat level activities or events.

For purposes of this policy, the term “Ararat Facilities” includes all property owned, leased, used or under the control of Ararat including but not limited to Ararat campuses including, offices, facilities, parking areas, structures, all work locations, vehicles, and equipment.

For purposes of this policy, the term “Ararat level activities or events” includes all activities that are organized by Ararat or events that Ararat members participate in representing Ararat including but not limited to Camps, Games, Tournaments, practices, Lectures, visits, tours.

The substances prohibited by this policy include such items as: any illegal or unlawfully obtained drugs or controlled substances; “designer” or synthetic drugs; “over the counter” or prescribed medications not being used for purposes or in the manner intended; mood or mind-altering substances; and alcoholic or intoxicating beverages.

Compliance with this policy will be required by Ararat as a condition of membership/employment/volunteerism or visit. The presence of a detectable amount of any prohibited substance in a member/employee/volunteer or visitor while on Ararat premises or performing duties for Ararat while away from Ararat premises may be deemed a violation of this policy, regardless of when or where the substance entered the member’s/employee’s/volunteer’s or visitor’s system.

Exception: Banquets approved by Ararat Executive Board for sale or consumption of Alcoholic beverages.



3. Pre-Employment Screening:

- A. Offers of employment with Ararat may be conditioned on proper cooperation with and participation in a drug and controlled substance screening test. Following a conditional employment offer, applicants will be asked to sign a form consenting to a screening test as part of the application process. Failure to sign the consent form will be considered a withdrawal of the application.

- B. Applicants who test positive without a legitimate medical reason will be denied employment. In appropriate circumstances, Ararat may, in its sole discretion, authorize a retest

4. Testing of Members/Employees/Volunteers:

- A. Ararat Chapter may request current Members/Employees/Volunteers to submit to a drug/controlled substance test in certain circumstances, including:
 - i. When a Member's/Employee's/Volunteer's conduct, actions or behavior reasonably leads management to suspect that the Member/Employee/ Volunteer may be using or be under the influence of drugs or alcohol on Ararat premises or while performing duties for Ararat while away from Ararat premises.

 - ii. When a Member/Employee/Volunteer has a prohibited substance in his or her possession while on Ararat premises or while performing work duties for Ararat.

 - iii. When a Member/Employee/Volunteer has experienced an on-the-job injury or accident or is involved in an incident which Ararat believes may have resulted from impairment due to drug or alcohol use.

 - iv. Ararat may, in its sole discretion and at any time, require a Member/ Employee/Volunteer to undergo tests to determine the presence and/or amount of alcohol and/or drugs in his/her system.



- B. A Member/Employee/Volunteer who has tested “positive” on a test pursuant to this policy and who is not terminated, may be retested by Ararat at periodic intervals, as determined by Ararat, for up to twelve (12) months after the positive test result, even without new evidence of “reasonable belief” of drug or alcohol abuse. If a Member/Employee/Volunteer tests “positive” on any retest or refuses to promptly submit to a test in a fully cooperative manner, including signing any required forms, the Member/Employee/Volunteer may be subject to immediate termination.

- C. A Member’s/Employee’s/Volunteer’s refusal to submit to a requested test may be considered an act of insubordination justifying discipline, up to and including immediate termination.

5. Testing Procedure:

1. When feasible, the employee asked to submit to testing will be informed of the reasons, cause or action leading to the request.
2. Member/Employee/Volunteer will complete a “consent for testing” form. The refusal to do so will be considered a violation of this policy, and the Member/Employee/Volunteer may be subject to disciplinary action up to and including termination.
3. Testing will be conducted by an appropriate testing facility designated by Ararat. Member/Employee/Volunteer must cooperate fully with reasonable procedures and requirements of the testing facility.
4. Positive test results will be given a second verification test by Ararat’s designated testing facility. Member/Employee/Volunteer who test positive on the second verification test will be subject to discipline up to and including immediate termination for violation of this policy.
5. Test results will be returned to a designated person appointed by Executive Board for review with the Member/Employee/Volunteer. Test results will be maintained in a confidential manner in a separate file not part of the



Member/Employee/Volunteer's personnel file. Test results of applicants will be maintained in a separate file, not part of the application.

6. Ararat will endeavor to keep the results of any drug, substance abuse or other such test confidential. Test results and voluntary reports of drug and alcohol problems will not be revealed by Ararat to any person except those persons whom Ararat believes have a need to know because of such reasons as supervision of the member/employee/volunteer involved, personnel administration or as otherwise deemed necessary or proper by Ararat or as required by law.

6. Penalties for violating policy:

Failure to comply with the provisions of this policy will be grounds for disciplinary action up to and including immediate discharge.

7. Premises search and inspection:

To help ensure a safe and healthy organizational environment and to accomplish the objectives of this policy Ararat reserves the right to conditional entry upon Ararat premises, including any parking areas and all grounds and work areas to which Ararat Member/Employee/Volunteers are assigned, upon policy Ararat's right to search the person and personal property of any entrant before entry or at any time while on the premises or in work areas, for illegal and unauthorized drugs, drug paraphernalia, controlled substances, alcoholic beverages and unauthorized weapons. Such searches may include but are not limited to automobiles, tool boxes, lunch kits and purses, employee lockers, desks, or other property under the control of the Member/Employee/Volunteers. Refusal to permit a search may subject a Member/Employee/Volunteer to immediate discipline up to and including discharge. Searches and inspections will be performed with concern for the individual's privacy, dignity and confidentiality. Illegal substances, drugs, and other prohibited items discovered through these searches and inspections may result in law enforcement authorities being advised in this regard consistent with the law.



HOMENETMEN Glendale Ararat Chapter
Alcohol & Substance Abuse Prevention Agreement

I, _____ a member/employee/volunteer/visitor of Homenetmen Glendale Ararat Chapter agree that I have read, understand and will abide by the “**ALCOHOL AND SUBSTANCE ABUSE POLICY**” of Homenetmen Glendale Ararat Chapter.

I am aware that a violation of the above rules could result in my termination from Homenetmen, Glendale Ararat Chapter and a report of the circumstances to Homenetmen, Western U.S. Regional Committee and/or local law enforcement authorities.

I also agree that I will report to a supervising official if I observe any violation of this policy by any person.

Member/Employee/Volunteers signature (*if 18 & over*)

Print Parent/Guardian Name (*under 18*) Parent/Guardian signature

Address

Telephone

Dated