

## DRUG-FREE WORKPLACE STATEMENT

In compliance with the Drug-Free Workplace Act of 1988, Neighborcare Health hereby notifies its staff members/volunteers of the following:

1. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace. Persons violating this policy are subject to discipline ranging from warning to dismissal, following normal Neighborcare Health disciplinary procedures.
2. Neighborcare Health shall offer to all staff members/volunteers a drug-free awareness program, which shall include:
  - a) Information regarding the dangers of using controlled substances in the workplace
  - b) Notice that Neighborcare Health has declared through this policy that the workplace shall be drug-free
  - c) Drug counseling and rehabilitation is available through the Neighborcare Health health benefits program, and that violations with receiving these services can be obtained from the HR Manager
  - d) Violations of the Neighborcare Health policy on drug-free workplace will be addressed through normal disciplinary procedures.
3. All staff members/volunteers are required to comply with this policy as a condition of their employment with Neighborcare Health.
4. Any staff member convicted of a criminal violation occurring in the workplace involving a controlled substance must notify their supervisor and the Executive Director within five days of the conviction. If the staff member is supported by federal funds, Neighborcare Health is required to inform the proper federal agency of this conviction within ten days of being notified by the staff member. Furthermore, Neighborcare Health will with regard to such an staff member:
  - a) Take appropriate disciplinary action, and/or
  - b) Require such a staff member to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of their continued employment.

Since this policy establishes Neighborcare Health as a drug-free workplace, all full and part-time, regular and temporary staff members as well as consultants, contractors, and volunteers are covered by this policy. Although consultants, contractors, and volunteers are not staff members of Neighborcare Health, it is expected that all HR are free from the use of controlled substances at all times they are working on the agency's premises or are performing Neighborcare Health business.

Staff members must use accrued ETO when absent from work while seeking treatment for a substance abuse problem. Such absences may also be considered FMLA or non-FMLA medical leave. The HR Manager can provide information about treatment programs available through Neighborcare Health's health insurance plans.

Extended leave in excess of available sick or vacation leave may be granted on a case-by-case basis. Only the Executive Director may approve a leave of absence under this policy.

All requests for information or leave associated with a drug abuse problem will be held in the strictest confidence.

I have read and understand the Neighborcare Health Drug-Free Workplace Policy.

---

Staff Member Name (printed) and Signature

Date