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| A picture containing logo  Description automatically generated | Policy Subject: | **Drug Free Workplace** | |
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Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the safety of all employees, the public at large, and cause damage to property. As a consequence, CareLink intends for its workplace to be drug free. Therefore, it is the policy of CareLink that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CareLink premises, on the premises of a workplace controlled by CareLink, or while an employee of CareLink is on the job is prohibited. Any employee violating this policy will be subject to discipline up to and including termination of employment or trainee program. The specifics of this policy are as follows:

In accordance with Arkansas Act 1336 of 2013 on or after September 1, 2013, applicants to become Caregivers paid in whole or in part with Medicaid funds must submit to a pre-employment substance screen.

Any employee or trainee who, in any way manufactures, distributes, transfers, dispenses, or possesses a controlled substance will be subject to discipline up to and including termination. The term controlled substance means any drug listed in 21 U.S. C. 812 and any other drug which is illegal under Federal, state or local law. Generally, these drugs include but are not limited to: opiates, marijuana, cocaine (crack), PCP, and amphetamines (methamphetamine).

Each employee or trainee is required as a condition of employment to inform CareLink within five (5) days after he or she is convicted of a violation of any Federal or state criminal drug statute where such violation occurred while on the job or on CareLink premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any Federal court, state court or other court of competent jurisdiction.

CareLink is required to notify the contracted Federal agencies of the conviction of any employee for drug use or abuse who is employed by CareLink within ten (10) days of receiving notice of the conviction from the employee or otherwise receiving actual notice.

If an employee or trainee is convicted of violating any drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, CareLink may require the employee to successfully complete a drug rehabilitation program sponsored by a private or governmental institution approved by CareLink.

Abiding by the Drug-Free Workplace Policy is a condition of employment for all employees.

Any employee or trainee interested in obtaining more information concerning the dangers of substance abuse and local hospitals, medical clinics, and other social service agencies which offer substance abuse counseling and rehabilitation programs should contact the Human Resources Department at 688-7481.

This policy is intended to comply with the rules published by the Federal Office of Management and Budget in the Federal Register, on January 31, 1989, implementing the Drug-Free Workplace Act of 1988.