

**Policy: Safety and Drug Free Workplace**

**Policy Number: HR02**

**Effective Date: 1/28/14**

**Board Approved: 1/28/14**

**Editions: 1/1/11**

The ELCFV and its Board of Directors is committed to providing a safe and healthy work environment for employees, volunteers, clients and visitors. To that end, ELCFV has established a workplace safety program, administered by the Facilities Coordinator.

The ELCFV is unwavering in the desire to maintain a drug-free workplace. This is pursuant to the Drug-Free Workplace program requirements stated in the Florida Statutes and the rules of the Department of Labor and Employment Security, Division of Workers' Compensation

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

The ELCFV will maintain a secure facility. Security features will be implemented to ensure secured access into specific areas in the building.