

DRUG/ALCOHOL POLICY

Humane Home Care Agency is committed to maintaining a safe work environment for all patients/clients/consumers and employees. We strongly urge all employees to join in this commitment.

Employees of Humane Home Care Agency is prohibited from using, consuming, possessing, distributing, purchasing, selling, or handling "unlawful drugs". Employees are also prohibited from reporting to work under the influence of drugs or alcohol. Violation of this policy will result in immediate termination.

Toward achievement of this objective, Humane Home Care Agency is implementing the following policy with immediate effect:

- I. All job applicant may be asked to submit a drug and alcohol test
2. All employees of Humane Home Care Agency are subject to random, unannounced drug and alcohol testing.
3. An employee of Humane Home Care Agency will be required to take a drug and alcohol test under the circumstances:
 - a. If there is a work-related accident
 - b. When there is reasonable cause or suspicion as indicated by a report from a patient/client or supervisor
 - c. When an employee returns from an extended absence without prior notice or approval from Humane Home Care Agency.
 - d. When employee returns to work after completing a drug/alcohol rehabilitation program
4. Employees are encouraged to seek help for drug and alcohol problems. If you have any concerns or questions, please contact the Human Resources Specialist at (215) 203-1955

I acknowledge that I have read above information regarding Humane Drug and Alcohol policy and procedure and will adhere by it.

Name of Employee

Date