

Center for Disability Rights, Inc.

**DRUG-FREE WORKPLACE POLICY AND PROCEDURE**  
**FOR CDPAS ATTENDANTS**

**Purpose:**

The Purpose of this Policy is to develop a comprehensive Policy and Procedure which could guide all parties (Supervisors, Managers, Attendants and Consumers) about the drug-free, healthy, safe and productive work environment for Consumer-Directed Personal Assistance Service (CDPAS) attendants and consumers.

It is our desire to provide a drug-free, healthy, and safe work environment. To promote this goal, attendants are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

**Scope:**

This Policy and Procedure applies to all CDPAS attendants. This Policy and Procedure provides a guideline which recommends that no attendant will use, possess, solicit for, or sale narcotics or other illegal drugs or alcohol on company or consumer premises or while performing any job.

**Effective Date:**

Policy is effective immediately and is applicable to all CDPAS attendants.

**Procedure:**

- All parties involved i.e., Supervisors, Managers, Attendants and Consumers will follow the Policy and Procedure and will ensure that no attendant use, possess, solicit for, or sale narcotics, or other illegal drugs or alcohol at company or consumer premises and while performing any job with consumers.
- The company explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs or alcohol on company or consumer premises or while performing any job with consumers.
- Attendants will ensure that they are in an appropriate mental and physical condition to perform their jobs in a satisfactory manner and are not under the influence of alcohol or illegal drugs. Similarly, if attendants feel that they are under the influence of any drug or alcohol and they cannot perform their jobs and their consumers are at risk; they will report this situation to their immediate supervisors.

- Company is committed to providing a safe, efficient, and productive work environment for everyone. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, any attendant may be asked to provide body substance samples (such as urine and/ or blood) to determine the illicit or illegal use of drugs and alcohol at the expense of the company. Refusal to submit to drug or alcohol testing may result in disciplinary action, up to and including termination of employment.
- If attendant is tested for drugs or alcohol and the results indicate a violation of this policy, the attendant may be subject to appropriate disciplinary action, up to and including termination from employment.
- Supervisors and managers will ensure that all documentation regarding drug or alcohol testing remain confidential and must be filed in attendant's Personal File.