

Cornerstone Behavioral Healthcare

PM.27 Drug and Alcohol Use

Employees are expected to be in suitable mental and physical condition at work, capable of performing their jobs satisfactorily and behaving properly. The use of alcohol, illegal drugs, or other intoxicants or substances that interfere with such performance will lead to disciplinary action, up to and including termination.

Employees who use, purchase, sell, or possess alcohol, illegal drugs, controlled substances, or associated paraphernalia while on the job and/or Cornerstone Behavioral Healthcare (CBH) property will be terminated. CBH property is defined to include: office space, common areas in buildings, parking lot, and any other area reasonably considered to be part of the location, whether or not it is leased by CBH.

Employees will not bring such material onto CBH property or be in possession of it at any time while on or about said property, or in the presence of clients. Employees are also prohibited from the consumption of, use of, or being under the influence of, alcoholic beverages or illegal drugs on CBH property or while working.

Any person reporting to work or returning from break or lunch who is found to be under the influence of alcoholic beverages or illegal drugs will be relieved from duty for the remainder of their scheduled work day and is subject to disciplinary action, up to and including termination.

In addition, it is mandatory that employees keep all prescription and over-the-counter drugs in an inconspicuous and secure place (e.g. desk drawer, purse, brief case), and out of sight of others.

Frank Willard

CEO

Date