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An Initiative of Association for Voluntary Action (AVA)

Drug and Alcohol-Free Workplace Policy

Drug and Alcohol Free Workplace Policy

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1. Introduction

Association for Voluntary Action (“**AVA**” or the “**Organization**”) is committed to protecting the safety, health, and well-being of all workers and other individuals in our workplace. Organization also strives to maintain a workforce free from the influences of alcohol, psychotropic substances and drugs, recognizing that they pose a significant threat to our vision and goals. Thus, Organization has established this Drug and Alcohol-free Workplace Policy (“**this Policy**”) that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

2. Scope

This Policy is applicable to all employees/staff, volunteers, consultants, trustees, members of the Board of Trustees and members of any of the committees (“**Associates**”) of Organization.

3. Purpose & Objective

Organization is committed to provide a safe, quality-oriented and productive work environment. Substance abuse and possession of psychotropic substances poses a threat to the health and safety of Associates and to the security of the Organization’s facilities. Associates should report to work fit for duty and free of any adverse effects of; or under the effect of psychotropic substances, alcohol or drugs (“**Substance abuse**”). Organization has established safeguards against Substance abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, and also on their co-workers. It may lead to poorer job performance and accident risks.

4. Policy Statement

- 4.1 All Associates are required to perform their job duties unimpaired by Substance abuse at all times;
- 4.2 While working on Organization premises, operating any Organization vehicle, or during an Organization related work offsite, Associates are prohibited from:
 - Using, consuming, possessing, buying, selling, distributing, manufacturing or dispensing alcohol, psychotropic substances or drug;
 - Being under the influence of alcohol, psychotropic substances or drug as defined in this Policy.
- 4.3 The presence of any detectable amount of any Substance abuse in an employee's body system, while performing Organizational duties or while in Organization’s facility, is prohibited;

- 4.4 Organization will not allow Associates to perform their duties while impacted by Substance abuse, as that adversely affects their ability to safely and effectively perform their duties;
- 4.5 Any Substance abuse case/instance will be turned over to an appropriate law enforcement agency and may result in criminal prosecution; and
- 4.6 Associate must, as a pre-condition of employment, notify Organization of any prior conviction related to drug and alcohol abuse.

5. Rehabilitation and Non-Retaliation

Although Organization's Policy against Substance abuse at the workplace is strict, we recognize that it can be a medical condition, and can be successfully treated. If you believe that Substance abuse is a problem for you, you are encouraged to get counselling and rehabilitation help. Any Associate with a Substance abuse problem will be expected to maintain the same Code of Conduct as all other Associates, but shall not be retaliated against or disciplined for having admitted the problem or for seeking assistance.

6. Violation of Policy

- 6.1 If Organization has a reasonable suspicion that an associate has violated any provision of this Policy, it shall conduct immediate testing of the Associate, which may include an unannounced search of office room or the work station of concerned Associate. Associates are expected to cooperate with such searches.
- 6.2 Associate who fails a drug/alcohol test will be terminated with immediate effect. An Associate who admits to, or is proven to have adulterated/substituted their specimen shall be engaged in gross misconduct, will be terminated and will not be eligible for rehire.
- 6.3 Failure to abide by this Policy may result in disciplinary action, up to and including (unpaid) suspension and immediate termination.

7. Exceptions and Review of Policy

- 7.1 Any deviations from this policy require approval from the Management Committee;
- 7.2 The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.



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