
DRUG, ALCOHOL, AND SMOKE-FREE WORKPLACE POLICY**DRUGS AND ALCOHOL**

The Collaborative Charter Services Organization (“CSO”) will comply with all federal and state regulations regarding drug and alcohol use while employees are on the job. This policy covers all CSO employees and violation of the CSO’s policy related to drug use is grounds for immediate termination. The CSO is concerned about the use of alcohol, illegal drugs and controlled substances as it affects the workplace, the Collaborative community and students. Though Marijuana is legal in many California cities, it is still considered an illegal substance under Federal law and therefore considered an illegal substance for this policy. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to the Collaborative community and its members.

The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the CSO to the risks of property loss or damage or injury to other persons. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Conduct against this policy includes, but is not limited to, the following:

1. Driving a CSO vehicle, or a vehicle designated for CSO business, while under the influence of alcohol or an illegal or controlled substance;
2. Selling or purchasing an illegal or controlled substance while on the job or on CSO property;
3. Possessing, using, or under the influence of alcohol or an illegal or controlled substance while on the job or on CSO property.

In the case of a job related injury, the CSO may require the employees involved to submit to drug/alcohol testing along with any medical treatment provided to the employee.

The CSO will establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace;
2. The policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that the CSO may impose upon them for drug abuse violations occurring in the workplace.

Violation of these rules and standards of conduct will not be tolerated and may result in disciplinary action, up to and including termination of employment. The CSO may also bring the matter to the attention of appropriate law enforcement authorities. The CSO may terminate an employee who is convicted of a controlled substance offense to the extent allowed by law. Alternatively, the CSO may, as required or allowed in accordance with applicable law, require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program

approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

As a condition of employment, employees are required to notify the CSO in writing of any conviction for a violation of a criminal drug statute. Such notification must be made no more than five (5) calendar days after the conviction. The CSO may, as required by applicable law, notify federal or state agencies of any applicable employee convictions if such a report is required by law.

The CSO will provide a reasonable accommodation to an employee who voluntarily requests an accommodation or leave of absence to voluntarily participate in a drug or alcohol rehabilitation program. Please note that the request must be made before the employer learns of a violation of the Drug and Alcohol Free Workplace policy. Any employee who participates in a rehabilitation program would still be responsible for following all other CSO policies. Employees returning from a voluntary rehabilitation program will be required to comply with a return-to-work agreement addressing the terms and conditions of continued employment.

In order to enforce this policy, the CSO reserves the right to conduct legal searches of CSO property and to implement other measures, which are in accordance with law and necessary to deter and detect violation of this policy. As a condition of employment, the employee agrees to abide by the terms of this policy.

The CSO will abide by all relevant laws, including laws regarding employee disability and reasonable accommodations in implementing this policy.

SMOKING

The CSO's facilities are no-smoking zones. The CSO strictly prohibits any smoking, including cigarettes, cigars, e-cigarettes, and vaporizers, within 100 feet of CSO property.