

## **Good News Project, Inc.**

Any adult volunteer or employee who chooses to use alcohol is expected to do so mindfully and prudently. This is true throughout the day even after the end of a workday or during social events.

We are aware of incidents in each of our venues where we have seen problems with individuals or groups of individuals involving excessive alcohol use. While the individuals may not appear impaired the fact remains that their blood alcohol level is elevated and this creates a potential for problems for the individuals as well as Good News.

This policy responds to these concerns and will help to protect the health and safety of all participants and the good reputation of Good News Project, Inc. It is our hope that those who are unable or unwilling to adhere to this policy will refrain from submitting an application for employment or volunteer participation.

### **Policy regarding the use of drugs and alcohol**

#### **Purpose**

The aim of this policy and the procedures that follow is to ensure the safety of all volunteers, employees, visitors and recipients of service, and to protect the good reputation of Good News Project, Inc.

#### **Principles**

- Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries.
- These rules on alcohol and drugs will be strictly enforced.

#### **Scope**

- The Good News Project Policy regarding the use of drugs and alcohol will apply to all Good News service activities at home and abroad.
- This policy applies to all employees and volunteers (including volunteers who travel abroad, those who volunteer within the United States and West Indian volunteers.)

During service hours all employees and volunteers must be free from the influence of drugs or alcohol. Service hours are outlined by trip leaders and/or staff prior to the volunteering event or work day.

No employee, volunteer or local volunteer shall;

- report or try to report for work when unfit due to alcohol or drugs (whether illegal or not);
- be in possession of alcohol or illegal drugs\* while in the service to others;
- supply others with illegal drugs;
- supply minors with alcohol (minor is defined as under the age of 21);
- consume alcohol or illegal drugs or abuse any substance prior to or during service;
- consume alcohol in excess after service hours are finished (Good News Project defines excess as drinking that impairs an individual's ability to be a good example for Good News or causes undue concern among the staff or volunteers)
- operate *any* vehicle while under the influence of *any* drug or alcohol. Zero tolerance.

\*Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition, employees and volunteers must–

- ensure they are aware of the side effects of any prescription drugs;

- advise their group leader or supervisor immediately of any side effects of prescription drugs which may affect work performance or the health and safety of themselves or others. For example: drowsiness.

**Enforcement Procedures:**

Any employee or volunteer who violates this policy will be given one warning, in private. If that warning is not heeded, they will be asked to leave the workplace, activity or volunteer group immediately. Members of a volunteer group asked to leave will be responsible to find other accommodations at their own expense and to arrange transportation to return home at their own expense.

**Revised May 18, 2016**  
**Approved by Board May 18, 2016**