**Mending Fences Policy Addendum 2.12.2018**

**2.4 Substance Abuse**

Mending Fences is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase or transfer illegal drugs at any time while on Mending Fences’ premises and/or Richmond Public Schools and/or school property, or on any school base outing, i.e. field trips. Employees are not allowed to smoke in the presence of their client or family at any time.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Company social or business event. “Illegal drug” means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by person whom it is prescribed in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

Mending Fences, LLC and Richmond Public School reserves the right to test all employees for substance abuse in order to preserve the safety and well-being of both employees and clients. Mending Fences will administer pre-employment drug testing and monthly random drug tests. Employees will also be tested if there is a suspicion of drug or alcohol use being used with clients and/or while the employee is on company’s time. If the building administration, teacher and/or safety and security of Richmond Public Schools suspect any alcohol or substance usage and/or if Richmond Police Department conduct a search with the drug dogs and a substance is found whether content or residue. The employee will be asked to leave the school premise immediately. If suspension of alcohol and/or drugs are the results, the employee will be asked to report for an alcohol and drug test at a location determine by the company. ***Retreat Doctors’ Hospital, 2621 Grove Avenue, Richmond, Virginia 23220.*** The employee will be escorted by a representative from the company. The employee will be removed from their assigned client immediately until the final decision is rendered. Any violation of this policy will result in disciplinary action, up to and including termination of employment. Any employee, who feels he or she has developed an addiction to dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered. **Richmond Public School Substance Abuse Policies are attached and we have adopted these policies. See Policies.**

I acknowledge receipt of this policy.

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Employee Signature/Printed Name Date