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**Lansing Housing Commission
Policy No. 2009-09
Substance Abuse and Drug-Free Workplace Policy**

A. Policy Statement

The LHC is required by the Drug Free Workplace Act of 1988 to establish and maintain a workplace free from substance abuse. This policy provides procedures and administrative guidelines for the fair and consistent handling of situations, which may arise from drug abuse.

This policy applies to all current LHC employees regardless of position or tenure. This policy applies to all applicants for employment with the LHC, regardless of the level, scope or nature of duties required by the Position sought.

This policy shall not apply to the use of controlled substances as part of a prescribed medical treatment by a licensed physician; so long as this treatment will not/does not adversely affect job performance. Prescribed use must be substantiated by a physician's report or statement. If the use of prescribed drugs adversely affects an employee's job performance and/or is detrimental to the safety of other employees or persons, the LHC shall place the employee on a leave of absence.

The HR Manager shall assist supervisory staff in policy implementation, day-to-day administration and with Disciplinary Action arising from enforcement of this policy.

B. Applicant Screening

Applicants who have received an offer of employment shall be required to successfully complete a substance abuse detection test in addition to successful completion of any other physical examination requirements. All applicants shall be required to sign a consent affidavit prior to their pre-employment physical and substance abuse screening. Applicants who refuse to submit to screening at the appointed time without good cause shall be denied employment.

C. LHC Employees

Every employee must report to work mentally and physically fit to perform her/his duties. Therefore, all employees are prohibited from being under the influence of alcohol, prescription drugs which would impair judgement / abilities or illegal drugs during working hours. Any employee who commits an unlawful act on or off LHC premises or whose

conduct discredits the LHC in any way shall be subject to Disciplinary Action up to and including immediate Termination. No alcoholic beverages shall be brought onto or consumed on LHC premises.

The use, sale, possession, manufacture, transfer or purchase of illegal drugs on LHC property or while performing LHC business is strictly prohibited. Such activity shall be reported to appropriate law enforcement officials. The use, sale, possession, manufacture, transfer or purchase of an illegal drug or controlled substance while on duty or while on LHC property, whether on duty or not on duty, is cause for immediate Termination.

D. Prescription Drug Use

No prescription drug shall be brought onto LHC premises by any person other than the one for whom it is prescribed. Such drugs shall be used only in the manner, combination and quantity prescribed. Violation of this provision may subject the employee to Disciplinary Action up to and including Termination.

E. Off-Duty Substance Abuse

When an employee's off duty abuse of alcohol, illegal or prescription drugs results in excessive absenteeism, tardiness or is the cause of accidents or poor work performance, the Employee may be subject to Disciplinary Action up to and including Termination.

F. When Testing Will Be Required

If any Department Head or supervisor reasonably suspects an employee is under the influence of alcohol or drugs while on duty, the Department Head or supervisor shall, after having a second Department Head or supervisor confirm that the employee appears to be under the influence of alcohol or drugs, transport the employee to a LHC approved clinic for a urine drug screen ("UDS") or a breath alcohol test ("BAT"). Training programs shall be provided to assist Department Heads and supervisors in identifying drug and alcohol use among employees. The training shall be conducted by professionals in the field of substance abuse and shall be designed to help Department Heads and supervisors recognize the conduct and behavior that gives rise to a reasonable suspicion of drug or alcohol abuse.