## Beth Israel Deaconess Medical Center BIDMC Manual

Personnel policies by their nature are constantly under review as they are affected by changes in applicable laws, economic conditions and the Medical Center's business. While the Medical Center believes in its policies, they are not conditions of employment and the Medical Center reserves the right to revise or terminate policies at any time, and diverge from existing policies when it deems appropriate. Nothing in this Policy is intended to constitute a contract between the Medical Center and any employee, or create a promise by the Medical Center of any kind, regardless of what this Policy states. Either the Medical Center or an employee may terminate the employment relationship with or without cause. Only the Senior Vice President of Human Resources has authority to enter into an agreement for employment other than at-will and then only in writing. Unless you have a written agreement for continued employment signed by you or your authorized representative and the Senior Vice President of Human Resources of the Medical Center, you are an at-will employee.

Title: Drug-Free Workplace

Policy: PM-26

Purpose:

To maintain an alcohol-free and drug-free workplace.

## **Policy Statement:**

It is the policy of the Medical Center to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. On-the-job consumption of alcohol, and inappropriate use of prescription drugs, also is prohibited in the workplace. Driving a Medical Center vehicle or driving while engaged in Medical Center-related business while under the influence of a controlled substance, alcohol or inappropriate prescription drug use is included in this prohibition. Depending on the circumstances and to the extent permitted by law, following a violation of this policy, the Medical Center may require an employee to complete a drug or alcohol abuse assistance or rehabilitation program approved by a federal or state local health, law enforcement or other appropriate agency. Any violation of this policy also is grounds for disciplinary action up to and including suspension or immediate termination of employment.

## **Notification:**

It is a condition of employment that each employee abides by this policy. It also is a condition of employment that each employee notifies the Medical Center within (5) days of any criminal drug conviction for a violation occurring in the workplace.

The Medical Center has an obligation to notify the appropriate federal agency with ten (10) days of receiving such a notice of a conviction.

Further, no later than thirty (30) days of notice of such a conviction, the Medical Center will take appropriate action up to and including requiring that the employee complete a drug or alcohol abuse assistance or rehabilitation program approved by a federal or state local health, law enforcement or other appropriate agency, and/or suspension or

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immediate termination of employment.

Managers who have questions regarding these guidelines should contact Human Resources.

Vice President Sponsor: Lisa Zankman, Senior Vice President, Human Resources

**Approved By:** 

Requestor Name: Judith Bieber, Director of Employee and Labor Relations

Original Date Approved: 6/2004

**Next Review Date: 4/1/16** 

Revised: 6/07, 10/09, 6/10, 3/13

Eliminated:

References:

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