



Environmental Traveling Companions

Drug, Alcohol, and Substance Use or Abuse Policy

Environmental Traveling Companions is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

Covered Workers & Volunteers

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by this Drug, Alcohol, and Substance Use or Abuse Policy. Our policy applies to, but is not limited to, the Board of Directors, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, and interns.

Applicability

Illegal drugs, and the abuse of prescription drugs, over-the-counter medications, or other substances are not allowed when conducting business of the organization. This includes during all working hours, whenever conducting business or representing the organization, while on call, while on paid standby, while on organization property, and at ETC-sponsored events.

Alcohol use is not permitted when conducting program activities in the field as part of an ETC trip or eight hours prior to conducting program activities in the field as part of an ETC trip. The Executive Director or Program Managers may permit alcohol use in certain circumstances during in-camp activities on trips, after trips have been completed, fundraising events, and other extenuating circumstances. Alcohol consumption must be in accordance with the law and on-duty staff members are considered responsible for the wellbeing of self and others.

Vehicle Operation

No alcohol or non-medical drugs may be consumed when operating an ETC vehicle or a personal vehicle while conducting ETC business. Drivers must wait eight hours after drinking any amount of alcohol before driving an ETC Vehicle or a personal vehicle for ETC business. Excessive drinking eight hours before operating a vehicle may inhibit driving and is not recommended. Drivers must also be aware of side effects from prescription or non-prescription medications that may inhibit one's ability to operate a motor vehicle. Alcohol transported within an ETC vehicle must be in a closed container.

Drug Testing

Each employee, as a condition of employment, may be required to participate in pre-employment, pre-duty, periodic, random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing upon request of the Executive Director or Program Manager.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Methaqualone, and Propoxyphene.

Testing positive is grounds for immediate termination of employment. If an employee is permitted to return to work, the employee is required to pass a Return-to-Duty test and sign a Return-To-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test

Dismissal

Violation of this Drug Free Workplace Policy is ground for immediate termination of employment.