

Zero Tolerance Policy

Purpose:

The safety and well-being of the children under our care are of paramount importance. To uphold our commitment to providing a secure environment, free from the influence of alcohol, drugs, or any other substances, this policy establishes a zero-tolerance approach towards their presence or use on the job.

Scope: This policy applies to all employees, volunteers, contractors, and visitors while on the premises or engaged in any work-related activities, including but not limited to, field trips, events, and transportation of children.

Prohibition: Employees are strictly prohibited from possessing, consuming, or being under the influence of alcohol, illegal drugs, prescription drugs not prescribed to them, or any other substances that impair judgment or performance while on the job.

Drug-Free Workplace: Best S.T.E.P. Forward maintains a drug-free workplace. The use of illegal drugs or alcohol on company premises is strictly prohibited.

Drug Testing: Each month, five employees will be randomly selected for drug testing, which will be conducted by a third-party provider.

Employees selected for drug testing must report to the designated facility within 24 hours of notification.

Failure to comply may result in disciplinary action, including a written warning or termination, depending on the circumstances.

Consequences: Any violation of this policy will result in immediate disciplinary action, up to and including termination of employment. In addition, legal action may be pursued if the violation involves illegal substances or poses a threat to the safety of the children or others.

Reporting: It is the responsibility of all employees to report any suspected violations of this policy to their supervisor or the designated representative. Reports will be investigated promptly and confidentially, with appropriate action taken as necessary.

Implementation and Compliance:

1. Acknowledgment: Employees will be required to sign an acknowledgment indicating their understanding of and agreement to comply with this policy.
2. Review: This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations.

By adhering to this zero-tolerance policy on alcohol, drugs, and substances in the workplace, we reaffirm our dedication to the safety, well-being, and trust of the children and families we serve. Violations of this policy will not be tolerated, and all employees are expected to uphold these standards at all times.