

**Unity Church of Traverse City**  
**Board Policy and Procedure**  
**Policy Category: Personnel**  
**Policy Subject: Drug & Alcohol Free Workplace    Policy Number: 901**

1. POLICY

Unity of Traverse City will maintain a work environment that is free from the influence of alcohol, illegal drugs, and the abuse of prescription drugs and controlled substances. Any employee under the influence of these substances while at work, carrying or possessing these substances, whether on his/her person or in the company property assigned to him/her (such as lockers, tool boxes, company vehicles, desks, or otherwise), or trying to purchase, sell, deliver, or receive these substances on the premises will be subject to immediate dismissal.

2. PROCEDURE

- A. Employees are expected to cooperate with the church's efforts to investigate drug or alcohol use and/or possession by its employees by submitting to drug and/or alcohol screening tests upon request of the board of trustees and/or senior minister.
  
- B. The church will support employees seeking assistance with a substance abuse problem. Employees seeking assistance are encouraged to contact the senior minister for confidential support.
  
- C. Failure to cooperate in investigations or remediation of employee substance abuse conditions may result in immediate dismissal.

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President

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Date

Adopted: 01/16

Revised: