

Drug-Free Workplace Policy

J.E.M. is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Manual. J.E.M. has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on J.E.M.'s site and/or client sites or as a part of J.E.M.'s activities. J.E.M. will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case by case basis.

It is the goal of J.E.M. to maintain a drug free workplace. To that end, and in the spirit of the Drug Free Workplace Act of 1988, J.E.M. has adopted the following policies.

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, his/her supervisor of any criminal drug status conviction they receive.
4. If any employee receives such a conviction J.E.M. shall take appropriate personnel action against the employee, up to and including termination.
5. J.E.M. reserves the right to search and inspect for the maintenance of a safe workplace.