

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section Title	Section #		Subject #
Human Resources	Health & Safety	HR		514
Subject Title				Reviewed
Drug-Free/Tobacco-Free/Weapons-Free Workplace		Adopted 04/24/00	Last Revised 8/26/2021	10/30/06;10/27/05; 1/22/07; 1/24/08; 1/26/09; 1/25/10; 1/24/11; 11/26/12; 11/25/13; 6/30/14; 5/18/15; 5/23/16; 7/24/17; 6/25/18; 7/22/19; 2/4/2020; 8/24/20; 9/27/21; 8/22/22; 8/28/23

POLICY

Application

This policy shall apply to all employees and persons using The Right Door for Hope, Recovery and Wellness campus or property.

1.0 Drug-Free Workplace

- 1.1 The Right Door for Hope, Recovery and Wellness shall establish and maintain a drug-free workplace in compliance with the 1988 Federal Drug-Free Workplace Act.
- 1.2 The Right Door for Hope, Recovery and Wellness shall establish a Drug-Free Workplace Training Program to inform employees of:
 - 1.2.1 The Right Door for Hope, Recovery and Wellness policy and procedure regarding maintaining a controlled or illegal substance-free workplace;
 - 1.2.2 The dangers of substance abuse in the workplace;
 - 1.2.3 Available resources for drug counseling and rehabilitation programs;
 - 1.2.4 The penalties that may be imposed upon employees for drug abuse violations.

2.0 The Right Door for Hope, Recovery and Wellness Campus and Property

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled or illegal substance is strictly prohibited in any The Right Door for Hope, Recovery and Wellness campuses or properties.

3.0 Smoking/Vaping/Tobacco/Electronic Cigarettes-Free Environment

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In the interest of providing a safe and healthy environment for employees, persons served, and visitors, the following policy on tobacco use shall apply.

- 3.1 Smoking/vaping/tobacco/electronic cigarette use is prohibited at all The Right Door for Hope, Recovery and Wellness campuses or properties.
- 3.2 No “smoking/vaping/tobacco/electronic cigarette use area” shall be designated at any The Right Door for Hope, Recovery and Wellness campuses, agency vehicles, and/or properties.
- 3.3 Violations shall be brought to the attention of the appropriate supervisory personnel and if necessary, referred to the CEO.
- 3.4 All employees are required to work while not impaired by any illegal or legal mind-altering substances.

4.0 Zero Tolerance

The Right Door for Hope, Recovery and Wellness shall maintain a zero tolerance for controlled substances and their illegal use at its campuses, and properties during work hours.

5.0 Weapons Free Workplace

5.1 Purpose: To ensure that The Right Door for Hope, Recovery and Wellness maintains a workplace safe and free of violence for all employees, persons served and visitors the company prohibits the possession or use of dangerous weapons on organization property.

5.2 Definitions:

5.2.1 “Organization property” is defined as all organization-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the organization’s ownership or control. This policy applies to all organization-owned or leased vehicles

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and all vehicles that come onto organization property. This policy also applies to the transport of any persons served in personal vehicles.

5.2.2 “Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

5.3 Persons Covered: All employees, including contracted employees are subject to this provision, including contract workers, interns, volunteers and temporary employees as well as visitors and persons served on organization property. Any employee (contracted, directly employed, intern, volunteer) in violation of this policy will be subject to disciplinary action, up to and including termination.

5.4 Law Enforcement: If a law enforcement official is entering The Right Door organization property on-duty they will not be asked to remove their weapon. If off-duty, The Right Door staff shall request that the weapon be properly secured in their vehicle or taken off of organization property.

5.5 Concealed Carry Permit Exemption:

5.5.1 Pursuant to Michigan Law, a company can decide policy for concealed carrying on their premises.

5.5.2 The Right Door for Hope, Recovery and Wellness will NOT permit “persons covered” as defined above to conceal carry inside of any buildings or grounds owned by The Right Door or events sponsored by The Right Door.

5.5.3 The Right Door WILL permit employees to transport or store lawfully possessed firearms in the employee’s privately-owned vehicle, while the vehicle is in company designated parking areas if, and only if, all of the following requirements are satisfied:

- 1) The employee’s vehicle is operated or parked where it is permitted

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to be; and

- 2) The firearm is either:
 - a. Kept locked and secured inside the vehicle and out of sight, while the employee is attending the vehicle while on agency premises; or
 - b. Kept out of sight, locked in a compartment, container, or in the interior of the vehicle or in a compartment or container securely affixed to the vehicle, when the vehicle is unattended; and
- 3) The employee has a valid Concealed Weapons Permit; OR
- 4) If the employee does not have a valid Concealed Weapons Permit, they may have in their vehicle a firearm that is not a pistol and is legal for hunting in Michigan if:
 - a. The employee has a valid Michigan hunting license; and
 - b. The firearm is unloaded at all times; and
 - c. It is during a season in which hunting is permitted by Michigan law; and
 - d. The employee has not been convicted of any crime of violence, nor is subject to a Domestic Violence Order, as those terms are defined by law; and
 - e. The employee has no prior documented incidents of workplace threats or violence
 - f. The employee has not been committed to a psychiatric hospital or similar treatment facility for inpatient or outpatient treatment.

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- 5) If you do not meet requirements of both (1) and (2) and (3) OR (4), you are prohibited from having a firearm in a vehicle on company property. Please note that neither the law nor company policy allows persons to possess firearms in vehicles owned by another individual.

5.5 Searches of Personal Property:

5.5.1 The Right Door for Hope, Recovery and Wellness reserves the right at any time and at its discretion to search all organization-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

5.5.2 If persons served are suspected to have brought a weapon onto organization property, law enforcement will be alerted and will complete the search.

5.6 Enforcement: This policy is administered and enforced by the human resource (HR) department. Anyone with questions or concerns specific to this policy should contact the HR department.

Reference

1988 Federal Drug-Free Workplace Act
CARF Section 1: Health & Safety

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Deborah McPeek-McFadden, Board Chairperson			Date