

**Drug and Alcohol Use and Abuse Policy**

(applicable to staff)

To ensure the high standards necessary to conduct **MFA’s** business, and to comply with the requirements of the Drug-Free Workplace Act of 1988, **MFA** instituted this Drug and Alcohol Use and Abuse Workplace policy. **MFA’s** purpose in implementing this policy is to provide a drug-free and alcohol-free workplace in order to ensure a safe, healthy, and productive work environment for all employees. In addition to being concerned about your well-being, there is equal concern that **MFA’s** reputation and image is not compromised in any way. **MFA’s** policy concerning drug and alcohol use and abuse is as follows:

You must report to work in a fit condition to perform your duties. Being under the influence of drugs or alcohol is not acceptable.

**MFA** prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or counter to published policy on controlled substances in the workplace. The workplace includes **MFA’s** offices and all premises used to further our programmatic objectives.

Limited consumption of alcohol at MFA receptions and fundraising events by employees above the age of 21 years of age is acceptable. However, over-consumption of alcohol or consumption of alcohol that compromises a staff member’s ability to do his/her job may be grounds for dismissal.

You will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, performance, attendance, or behavioral problems may result in disciplinary actions up to and including termination.

If you are taking physician-prescribed medication, you must notify your supervisor if there is likelihood that such medication could affect your job performance and safety. However, you are not required to give specific details about your medical condition. Additionally, all such information will be maintained in the strictest confidence.

A conviction for drug or alcohol abuse crimes will be considered to be in violation of our substance abuse policy. If you are convicted of such a crime, you are required to report any such conviction to your supervisor. You may be subject to termination or required to submit to a bona fide drug or alcohol abuse rehabilitation program. **MFA** will inform appropriate law enforcement authorities of any drug-related crime that occurs in the workplace.

“Drugs” means any substance taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical performance.

“Abuses” means any use of any illegal drug, or use of any drug, including alcohol, over-the-counter or prescription drugs when use is not in conformance with prescription requirements or in circumstances where use is not permitted.

All current employees will be made aware of this policy through distribution of the Employee Handbook and educational materials provided through **Nonprofit’s** drug-free awareness program.