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**Drug and Alcohol Policy**

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**Policy # 003 Drug and Alcohol Policy. (See form 01006a for Drug Testing Consent Form)**

**Purpose:** The MRMS Research Foundation has a zero illegal drug and alcohol use policy in place. The purpose of this policy is to ensure all employees, volunteers, families, clients, and or third-party contractors remains free from illegal drug or alcohol use while on our premises, attending our activities, or attending client sessions. The MRMS Research Foundation occasionally has events where drinking is permitted for our audience.

However, if an employee, volunteer, Executive Board Member or third-party contractor is working our events, they will remain free from alcohol or drug use during working hours. If drug or alcohol use is suspected, a member of the MRMS Research Foundation leadership will send the individual in for testing, and if the employee, Executive Board Members, volunteer, or third-party contractors refuse, it is grounds for immediate termination of paid work, employment, or contract agreements associated with our events. The goal of this Drug and Alcohol Policy is to ensure the health and safety of everyone who is involved directly with our events, our business and our practices. The MRMS Research Foundation also discourages non-work-related illegal drug and alcohol abuse and takes matters of illegal drug and alcohol abuse seriously.

Definitions of Illegal Drugs: Any illegal drug such as marijuana, cocaine, methamphetamines, non-prescription drugs, or any drug listed as illegal by the State of Minnesota, or the Federal Government.

Definition of Alcohol: Any substance liquid, gel, or solid that contains alcohol, and of which you have to be 21 to purchase with a legal state I.D. Card.

Employees, volunteers, Executive Board Members are expected and required to report to work on time, whether paid or unpaid (if designated to work at one of our events or help with the clinics on any property owned or leased by the MRMS Research Foundation), in appropriate mental and physical condition for work. It is our intent and obligation to our community and clients that we provide a safe and healthy work environment free from illegal drugs, non-prescription drugs and alcohol use/abuse. The MRMS Research Foundation reserves the right to require/demand drug or alcohol testing of any employee, Executive Board Member, volunteer, or third-party contractor based upon reasonable suspicion.

Reasonable Suspicion is defined as: Physical evidence of use, involvement in an accident while on MRMS Research Foundation Property or using an MRMS Research Foundation assigned vehicle or equipment on or off property, a substantial drop in work performance or increase in safety violations. Failure to submit to the demanded drug or alcohol testing will result in immediate termination of MRMS Associated duties, volunteer duties, employment, or dissolution of third-party contracts of services provided to MRMS-related events.

The Company (MRMS Research Foundation) also suggests using extreme caution with the use of over-the counter medications which can hinder or limit your safety and work performance. Please inform your supervisor immediately if you have been prescribed any medications that could impact your safety or work performance at MRMS facilities, events, or while on MRMS owned or leased property. Employees MUST report any drug or alcohol-related violations or convictions on or off premises, immediately to their supervisor or event manager. (Within 1 business day during normal business hours, or within 2 business days if the incident occurred over a weekend or holiday).

The MRMS Research Foundation will do everything reasonably possible to help employees, Executive Board Members, volunteers, or third-party contractors seek rehabilitation for drug or alcohol abuse. Work duties may change due to safety, but if an employee makes a conscientious effort to seek treatment or rehabilitation they will not be terminated. A conscious lapse in treatment or rehabilitative measures will result in termination due to safety issues and concerns.

Employee agreement on this drug and alcohol policy:

I have read, understand, and agree to comply with the foregoing policies, procedures, rules, and conditions. I am aware that violation of these guidelines will result in disciplinary measures or direct termination of my employment, duties, or contract of services, legal action, and criminal liability. I further understand that I have a responsibility to uphold the mission, vision, and values of the MRMS Research Foundation, and adhere to the culture, ethics, and rules of employment, volunteerism, and community service through positive representation of my role(s). Furthermore, I understand that this policy can be amended at any time.

Employee, Executive Board Member, Volunteer, Client, Third-Party Contractor Name: (Please Print Clearly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee, Executive Board Member, Volunteer, Client, Third-Party Contractor Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

MRMS Management (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MRMS Management Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any questions relating to this policy should contact:

Dr. Tracy Diefenbach, MRMS Founder, Clinician
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MRMS Research Foundation
MRMSResearchFoundation@gmail.com