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## Under the Influence Policy

Sterling Solutions' BeHOPE program strives to provide a drug-free, supportive and safe workplace and training environment. To promote this goal, participants are required to attend training check-ins and work experience activities in appropriate mental and physical condition to perform activities in a safe and satisfactory manner. Thus, the policy for addressing participants suspected of being under the influence is as follows:

1. Understanding that among our participant population there may be those that are in the process of recovering from substance use, and understanding that relapses may occur, it is the policy of Sterling Solutions, whenever possible, to employ harm reduction policies, such as counseling, allowing participants to self-determine readiness to resume training, referral to treatment or other support services.
2. However, when a participant suspected to be under the influence of mind- or mood-altering substances poses a threat of harm to themselves or others or significant disruption to the training environment, the participant will be asked to leave the training environment.
3. If a participant is asked to leave training, they will be referred to the program director for counseling. They will not be allowed to return to training until the counseling session has been completed.
4. At the counseling session the participant and the program director will discuss the incident that led to the participant being asked to leave training and a the director and participant will create written plan for addressing the issue, including a promise to abstain from use of the problem substance and abide by all BeHOPE and WEX site policies, rules, and prohibitions relating to WEX site conduct.
5. The participant, director and training supervisor will sign the plan and a decision will be made as to when the participant is eligible to resume training.
6. Participants with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request a leave of absence to self-address the issue or participate in a rehabilitation or treatment program and resume training at a later date.
7. If at any time a participant is not satisfied with a determination relating to the UNDER THE INFLUENCE POLICIES AND PROCEDURES they may filed a grievance. Please refer to the grievance policy.