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200 New River Town Center
Beckley, WV 25801

Drug-Free Workplace

The Region 1 Workforce Development Board is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of range or position, including both regular and temporary employees. The rules apply during working hours to all employees of the WDB while they are on WDB property or elsewhere on WDB business. Employees who utilize company vehicles may be subject to random drug testing.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on WDB property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Organization property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited. If prescription drugs are prescribed that may alter performance, the employee may be approved to work by a physician and the employee must submit a statement from the physician stating the same.

So that there is no question about what these rules signify, please note the following definitions: **“WDB Property”**: All WDB-owned or leased property used by employees.

Controlled Substance of Abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug Paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal Drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale of transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including-but not limited to-a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the Influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

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*An equal opportunity/affirmative action employer and agency.
Auxiliary aids and services are available upon request to individuals with disabilities.*

Consistent with the rules listed above, any of the following actions constitutes a violation of the WIB's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Organizational business or being on/using Organization's property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Tobacco Products

The use of tobacco products is not permitted anywhere on the Organization's premises except in authorized and designated locations. Employees must follow all rules posted in designated smoking areas and adhere to all policies associated with this policy. The use of tobacco products is strictly prohibited in the Organization's company vehicles

Signature

Date