



The Groden Network
Your Autism Experts

401.274.6310 - www.GrodenNetwork.org

Prohibitions in the Workplace

For the health, safety, and general wellbeing of The Groden Network employees and its clients, The Groden Network maintains certain prohibitions in the workplace. The employees of the Groden Network have long recognized that alcohol, weapons, and illegal drugs do not mix with their work. Reporting for work under the influence of alcohol or illegal drugs, or possession of alcoholic beverages, weapons, or illegal drugs while at work or on Company property at any time will not be tolerated. A weapon can be a gun, knife, club, or anything that the Company considers to be a weapon.

Any employee who uses, possesses or distributes narcotics, opiates, hallucinogenic or any other controlled substance while on Company property or on Company business is subject to disciplinary action, up to and including discharge. In addition, it is the responsibility of the Company to report such illegal acts to local, State, or federal law enforcement authorities for appropriate action. **Each employee is required by law to inform the Company within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on Company property or in the conduct of Company business.** Employees who violate this section may, based on the individual merits of each case, be offered an opportunity for rehabilitation through a referral to an appropriate program.

An employee is **required** to notify his/her program within five (5) days of being convicted for driving while intoxicated or under the influence of any controlled substance. Employees are also **required** to notify The Groden Network within five (5) days of being convicted for violation of any law relating to the use, possession, or distribution of a controlled substance. **Failure to provide The Groden Network with this information will result in disciplinary action.**

Consumption of alcohol during paid working hours is not allowed. Consumption of alcohol is not permitted on Company premises at any time. **Violations of this policy will subject an employee to disciplinary action, up to and including immediate discharge.**

It is the expectation of The Groden Network that employees inform the Company of any violations that would have barred approval of initial employment. Is it further expected that all employees will report to the Company any changes in their criminal record while employed at the Company.

I acknowledge that I have read the Prohibition in the Workplace document.

_____ / _____

PRINT Employee Name/Date

SIGN Employee Name/Date