



HRN SUBSTANCE MISUSE GUIDELINES



The purpose of HRN's Substance Misuse Policy is (1) to meet the requirements of applicable regulations and laws to ensure that the workplace is free of illegal drugs; (2) to establish restrictions on HRN workplace-related use of legal substances, such as alcohol, legalized marijuana, cigarettes, and prescription drugs; (3) to define fitness-for-duty behavior and deviations from it (*including drug-related workplace accidents, absenteeism, performance problems, and interference with HRN's mission*); and (4) to explain the steps that will be taken to protect employees and participants, to identify problems, and to provide assistance. The goal of this policy is to prevent drug use and misuse in the workplace and in daily life in the context of accomplishing HRN's broader goal of promoting wellness, stability, and a healthy balanced lifestyle.

- (1) The use and/or distribution of **illegal substances in the workplace is prohibited**. Violating this policy will result in action, up to and including termination of HRN employment and notifying law enforcement agencies.
- (2) In addition to illegal substances, HRN employees are prohibited from using controlled/regulated substances, hereby termed as 'intoxicants,' that may adversely interfere with an employee's own safety and/or HRN job performance. **HRN defines intoxicants as any substance that alters or prevents a PRSS's ability to promote a healthy balanced lifestyle** from substance abuse or misuse, including but not limited to: **(a) alcohol; (b) tobacco** and nicotine related products; **(c) medical marijuana** and THC related products; **(d)** certain prescribed medications including **opioids and benzodiazepines**. Specific rules include:
 - (a) Working under the influence of alcohol can be dangerous, and prevents PRSS from promote safety and recovery stability for others. Performing HRN duties under the influence of alcohol will not be tolerated.
 - (b) Tobacco and nicotine related consumption may only occur in designated areas of any location HRN job duties are performed, with a conscious discretion to minimize the impact on the participant.
 - (c) Medical marijuana may only occur on a case by case basis, after appropriate disclosure to supervisor. Proper medical documentation must be provided and mutually agreed upon limits established. Under no circumstances will an HRN employee consume medical marijuana in the presence of participants.
 - (d) HRN PRSS may be prescribed various medications as part of their own recovery or for temporary pain management, including benzodiazepines and/or opioids. The boundary of legal, appropriate and directed use of these medications under supervision of a qualified medical professional needs to be clear and distinguished from their misuse and/or abuse outside of these circumstances. All HRN PRSS's must have a firm grip on the difference and accept accountability when this line is crossed to help fight the national opioid epidemic and other prescription drug abuse/overdoses.

An appropriately qualified **doctor's note and/or medical prescription *may be considered*** as an exception to these standards **on a case by case basis, if legitimate and verifiable**. HRN reserves the right to require any information necessary to make this consideration, including assurance that the employee was safe to perform work duties (including driving). Any such consideration, including Employee Assistance Plans (EAPs) for treatment if so appropriate, will comply with anti-discrimination and confidentiality laws.

- (3) HRN's mission is to support those striving to overcome mental health and/or substance use disorders. Therefore fitness-for-duty requires employees be **held to a higher standard of managing an intoxicant free healthy lifestyle** while also advocating to **destigmatize and assist individuals struggling with substance abuse disorders** to a stable recovery. HRN is partnered with various community groups and initiatives (*Prevention Coalitions, AA meetings, ect.*) to raise awareness of the dangers of substance abuse and misuse and strategies to prevent it. Maintaining this in the workplace is just a small part of that awareness. The emerging field of Peer Recovery Support must demonstrate with confidence that persons can maintain on-going recovery from substance abuse disorders to become productive members of society. Peer Recovery Support Specialists in particular should be aware of how their actions may reflect on their own recovery, ability to mentor, and HRN's mission when in day to day actives outside compensated job duties.
- (4) Direct consequences of violating this policy can include requiring a drug test as designated by HRN (*including type of test(s), manner and circumstances it is conducted, lab and testing specifications, all depending on situational requirements*). **Test specifics will be determined by HRN Supervisor** along with any subsequent required actions, **up to termination of employment and/or reporting** to appropriate agencies. If an employee disagrees with the actions taken, a grievance may be filed to assert their position for the record. This policy applies to any HRN employee regardless of job title, status or the manner of employment compensation (*W2 or 1099 contract employees*). This policy applies when the employee is directly engaged in job duties, when going to and from job duties, and any time an employee is representing HRN in outreach or other public forums (*including community events, conferences, partaking in continuing education, therapy groups etc.*) in any capacity that would endanger HRN mission to assist and support safe, stable recoveries.