

Hawaii Job Challenge Program Substance Abuse Policy

Testing:

By joining the Hawaii Job Challenge Program, associates are agreeing to drug testing when entering the program to ensure their commitment to be drug free. The program reserves the right to randomly test any associate during the program where reasonable suspicion exists that the associate is under the influence of drugs and/or alcohol. After any accident that raises unanswered questions by staff and required medical attention, the associate will be tested immediately. Random drug testing is required if an associate is off-site and unaccompanied by a HJCP staff member.

Positive Testing Results:

Associates testing positive will be dismissed from the program immediately.

Prescribed Medications:

While the use of prescribed medications is not by itself a violation of this policy, failure by associates to notify HJCP staff of prescribed medications is a violation of this policy. Taking medications that have the potential to interfere with the safe and effective performance of duties and functions, classwork or operation of equipment can result in disciplinary action.

It is the responsibility of the associate, while taking prescribed medications, to supply a note from a qualified physician stating that the associate can safely and effectively perform assigned duties and functions. Some prescribed medications will keep you from a job site, use of power tools or operation of equipment, so it is important to have this conversation before beginning the HJCP.

All medication ordered by a physician must be taken as prescribed. Refusal to take prescribed medication without written discontinuation from that physician may result in dismissal.

Statement of Tobacco/Marijuana

HJCP associates, staff and visitors are asked to support the HJCP's effort to maintain a "Tobacco Free Zone." Smoking, chewing, and vaping (e-cigarettes) by any associates are **NOT** allowed and any violation may result in dismissal from the program.



HJCP Summary of Acceptance and Commitment:

By accepting enrollment into HJCP you are agreeing to:

- HJCP entrance and random drug testing
- That if at any time you test positive or volunteered you have a drug or alcohol problem; you agree to be referred and to willingly participate with a drug and alcohol abuse agency.
- There will be no use or abuse of alcohol as described above.
- You will make a commitment to adhere to the drug and/or alcohol treatment program recommended for you, if necessary.
- You understand that with use or abuse of alcohol or drugs, you risk dismissal from the program.

Substance Abuse Prevention Education may be provided (When available) by HJCP Partners.

Substance abuse prevention education program will include, but is not necessarily limited to:

- Harmful consequences of Drugs, Alcohol and Tobacco Use
- Risk factors in the development of addiction.
- Self-Awareness
- Problem Solving
- Resiliency Skills
- Communication Skills
- Recovery Process

Printed Name of Associate

Date

Signature of Associate

Parent/Guardian Signature if a Minor