

## **HJCP DRUG-FREE POLICY**

**THE HAWAII JOB CHALLENGE PROGRAM (HJCP)** intends to help provide a safe and drug-free school, program, and work environment for our associates. With this goal in mind and because of potential serious drug abuse problem, we are establishing the following policy for existing and future associates of **HJCP**.

**HJCP** explicitly prohibits: The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription in the program or on any program premises or while performing any duties or functions as part of the program.

Being impaired or under the influence of legal or illegal drugs or alcohol away from HJCP or other premises, if such impairment or influence adversely affects the associates' school or work performance, the safety of the associate or of others, or puts at risk the program's reputation.

Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from HJCP or other premises, if such activity or involvement adversely affects the associate's performance, the safety of the associate or of others, or puts at risk the program's reputation.

The presence of any detectable amount of prohibited substances in the associates' system while at school, while on the premises of HJCP or other premises is prohibited. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the associate.

HJCP will conduct drug and/or alcohol testing under any of the following circumstances:

**RANDOM TESTING:** Associates may be selected at random for drug and/or alcohol testing at any interval determined by program staff.

**FOR-CAUSE TESTING:** Program staff may ask the associate to submit to a drug and/or alcohol test at any time it feels that the associate may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the associates' person or in the associate's vicinity, unusual conduct on the associates' part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

**POST-ACCIDENT TESTING:** An associate involved in any accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an accident or injury" means not only the one who was or could have been injured, but also any associate who potentially contributed to the accident or injury event in any way.

If an associate is tested for drugs or alcohol outside of the program context and the results indicate a violation of this policy, or if an associate refuses to submit to testing under this policy, the associate will be subject to immediate termination.

## **HJCP DRUG AND/OR ALCOHOL TESTING CONSENT FORM**



## HJCP ASSOCIATE AGREEMENT AND CONSENT TO DRUG AND/OR ALCOHOL TESTING

I hereby agree upon a request made under the drug/alcohol testing policy of HJCP to submit to a drug or alcohol test and to furnish a sample of my urine, breath and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under the program policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the HJCP drug/alcohol testing staff send the specimen or specimens collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to HJCP and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize HJCP to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only authorize HJCP staff, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make decision and to respond to inquiries or notices from government entities.

I will hold harmless HJCP, its drug/alcohol testing medical staff, and any testing laboratory the program might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including dismissal from the program, loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a HJCP representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless HJCP, its drug/alcohol testing staff, and any testing laboratory HJCP might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT HJCP WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

“Involved in an accident or injury” means not only the one who was injured, but also anyone who arguably or potentially contributed to the accident or injury event in any way, i.e., the person suspected of causing someone else to get hurt gets tested as well.

---

Signature of Associate

---

Date

---

Guardian/Parent Signature

---

Associate Name-Printed

---

Date

---

Program Staff/Date

## **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