

IMAGINE SCHOOLS

Drug and Alcohol Abuse Policy

Imagine Schools, Inc. (“Imagine”) has a vital interest in maintaining safe, healthy and efficient working conditions for its employees and students. The use or abuse of alcohol or drugs can have a serious adverse effect on quality, safety and productivity. Imagine maintains a drug-free and alcohol-free workplace. The consumption of or the possession, sale, use and/or distribution of illegal drugs or alcohol at an Imagine school is prohibited. Offenders will be subject to disciplinary action, up to and including termination of employment.

Imagine recognizes that most substance dependence can be treated successfully. If you feel that you have developed a substance abuse problem, you are encouraged to voluntarily seek help. Conscientious efforts to voluntarily seek help will not jeopardize your job. All voluntary inquiries will be handled confidentially. Failure to follow prescribed medical treatment or to improve work performance to an acceptable level is unsatisfactory and will be justification for termination on the same basis as any other employee’s work performance.

The following specific rules have been established to prevent substance abuse at our schools, and to assist chemically and alcohol dependent employees in their recovery efforts:

1. The possession or distribution of alcohol or illicit drugs while on the job at an Imagine school is prohibited and may result in termination for gross misconduct. Employees who violate this provision may not be eligible for continuation of any group health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
2. Imagine expressly prohibits unlawful drug usage by its employees. Being under the influence, or consuming of illicit drugs or other controlled substances while on the job, at Imagine-sponsored events, or on Imagine’s premises is strictly prohibited and may result in immediate discharge.
3. Being under the influence of alcohol while on the job, at Imagine-sponsored events, or on Imagine’s premises is strictly prohibited and may result in immediate discharge.
4. Each employee must report to his/her Supervisor or Principal any arrest and/or conviction under a criminal drug statute for violations occurring on or off Imagine’s premises within five (5) days of such arrest or conviction. If an employee is arrested on such charges, the employee may be suspended pending administrative review.
5. Being under the influence of any legally obtained drugs while performing Imagine business is prohibited if such drugs affect or impair the employee’s performance. It is the employee’s responsibility to determine when a medication does, or may, affect or impair his/her performance, and to notify his/her Supervisor of the medication and situation.
6. When Imagine has reason to believe an employee may possess controlled drugs or alcohol in violation of these rules, such employee may be suspended pending further

investigation. Any employee who refuses to cooperate in such an investigation will be subject to disciplinary action up to and including termination of employment.

During work sponsored events (such as retreats, conferences, national and regional forums, and festive occasions) that are held at locations other than at a school, it is expected that each person would engage in responsible conduct with alcohol and that no employee would be permitted to become, or to leave an event, incapacitated.

The establishment of this policy in no way diminishes Imagine's right and/or authority to discipline or discharge an employee for conduct that would warrant discipline or discharge if the employee were not chemically or alcohol dependent. Neither the existence of this policy, nor an employee's participation in any recovery program, will excuse an employee from following Imagine's rules.

Adopted: December 2009