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**DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE POLICY**

Pathways Academy Adult Education (“PAAE” or “Charter School”) will comply with all federal and state regulations regarding drug and alcohol use while employees are on the job. This policy covers all PAAE employees and violation of PAAE’s policy related to drug use is grounds for immediate termination. PAAE is concerned about the use of alcohol, illegal drugs and controlled substances as it affects the workplace, PAAE community and students. Though marijuana is legal in California, it is still considered an illegal substance under Federal law and therefore considered an illegal substance for this policy. Use of these substances while on the job can adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to PAAE and its students.

The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and students and exposes PAAE to the risks of property loss or damage or injury to other persons. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Conduct against this policy includes, but is not limited to, the following:

1. Driving a vehicle designated for school business, while under the influence of alcohol or an illegal or controlled substance
2. Selling or purchasing an illegal or controlled substance, including while on the job, on school property, or in the presence of students;
3. Possessing or using alcohol or an illegal or controlled substance while on the job, on school property, or in the presence of students;
4. Under the influence of alcohol or an illegal or controlled substance while on the job, on school property, or in the presence of students.

In the case of a job related injury, PAAE may require the employees involved to submit to drug/alcohol testing along with any medical treatment provided to the employee.

PAAE will provide information to employees about:

1. The dangers of drug abuse in the workplace;
2. The policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that PAAE may impose upon them for drug abuse violations occurring in the workplace.

Violation of these rules and standards of conduct will not be tolerated and may result in disciplinary action, up to and including termination of employment. PAAE may also bring the matter to the attention of appropriate law enforcement authorities. PAAE may terminate an

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employee who is convicted of a controlled substance offense to the extent allowed by law. Alternatively, PAAE may, as required or allowed in accordance with applicable law, require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

As a condition of employment, employees are required to notify PAAE in writing of any conviction for a violation of a criminal drug statute. Such notification must be made no more than five (5) calendar days after the conviction. PAAE may, as required by applicable law, notify federal or state agencies of any applicable employee convictions if such a report is required by law.

PAAE will provide reasonable accommodation to an employee who voluntarily requests an accommodation or unpaid leave of absence under FMLA/CFRA to voluntarily participate in a drug or alcohol rehabilitation program. The request must be made before the employer learns of a violation of the Drug, Alcohol, Tobacco-Free Workplace policy. Any employee who participates in a rehabilitation program would still be responsible for following all other PAAE policies. Employees returning from a voluntary rehabilitation program will be required to comply with a return-to-work agreement addressing the terms and conditions of continued employment.

PAAE is considered a tobacco-free workplace. No tobacco products are to be used in the workplace or at work functions. This includes the use of all VAPE and e-cigarette products. Additionally, employees are required to adhere to any building and site policies regarding designated areas for smoking.

In order to enforce this policy, PAAE reserves the right to conduct legal searches of school property and to implement other measures, which are in accordance with law and necessary to deter and detect violation of this policy. As a condition of employment, the employee agrees to abide by the terms of this policy.

PAAE will abide by all relevant laws, including laws regarding employee disability and reasonable accommodations in implementing this policy.