

Employee Drug and Alcohol Policy

1. Purpose

- a. The purpose of this policy is to ensure that Adult Life Training Inc, is a Drug and Alcohol free space for both the fellow employees and the clients of ALTI Inc. The use of Drugs or Alcohol by the staff members involved, will not be tolerated by the Director of ALTI Inc.

2. Scope

- a. This document is to be used by the ALTI Inc. Director to establish a documented process for reporting potential Drug or Alcohol abuse by an employee of ALTI Inc.

3. Procedure

- a. If an individual feels that an employee of ALTI Inc. is under the influence of either Drugs or Alcohol they should...
 - i. Give a written or verbal complaint to the Director or Pastor.
 - ii. Meet with the Director or Pastor to resolve such complaints.