

# Drug Policy

This policy applies to all paid staff, volunteers, clients or customers. Jericho Road Ministries, Inc. and all its related programs, operations and locations will maintain a drug and alcohol free environment. Any substance (drug or alcoholic beverage) found belonging to any person or any person found under the influence of such substance is ground for immediate termination of employment or work, expulsion from the client program or physical removal from ministry property. Jericho Road Ministries has a zero tolerance policy towards these substances.

**All new hires** will be required to take a drug/alcohol test as a condition for employment. They will be required to submit to random drug and/or alcohol testing each year as part of their employment agreement. Any staff person refusing to submit to the required test when asked will cause their employment to be terminated.

**Program clients** will be randomly tested for drug and/or alcohol use weekly. There are no exceptions to this policy for clients. Any client refusing to submit to the required test when asked will be asked to leave the program immediately.

**Volunteers** agree to submit to a drug/alcohol test as part of their volunteer agreement. There is no set time for this test to be administered to volunteers, however, management reserves the right to ask the volunteer to be tested if circumstances warrant it or at management's discretion.

I have read the above policy regarding the use or possession of drugs and/or alcohol. I will voluntarily adhere to this policy and submit to the policy as it relates to me.

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Employee/Volunteer/Client Signature

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Witness Signature

# Confidentiality Policy

All employees (paid and volunteer) are responsible for protecting the privacy of all our program clients and community service clients. No information about these clients may be given either verbally or in writing to agencies or individuals without the permission of the Ministry Chaplain or his designee. No pictures may be taken of clients without a written and signed release form from the client AND the permission of the Ministry Chaplain.

All employees (paid and volunteer) are responsible for protecting the privacy of one another within the context of our duties and roles within the ministry. Information, conversations and other communications are intended for those to whom the information is addressed and others authorized to receive it. These communications may contain confidential and/or legally privileged information. If you are not the intended recipient you are here-in notified that any disclosure, unauthorized use, copying, distribution or taking any action in reliance on the contents of the communicated information is strictly prohibited and may be unlawful. Such actions will be considered a violation of this confidentiality policy.

The undersigned staff person (paid or volunteer) agrees to this policy and recognizes that violation of this policy may result in your termination of employment with this Mission.

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Employee/Volunteer Signature

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Date