

**UMCFood Ministry**

**DRUG FREE WORKPLACE POLICY AGREEMENT**

*(to be signed by ALL employees, and Parents if the worker is either (1) under the age of 18, or (2) over the age of 18 and driving the parent’s vehicle or operating under the parents insurance.*

1. This policy is in effect as of June 2, 2014, and shall remain in effect until withdrawn or revised by the Highland United Methodist Church. The entire policy can be obtained here:  
<http://storage.cloversites.com/highlandunitedmethodistchurch/documents/Drug%20Test%20Policy.docx>
2. All employees, regardless of age, acknowledge that they are giving permission to Highland United Methodist Church, as well as the outside company the church may choose to employ to implement this policy, the express permission to (1) obtain the sample or either urine or hair, and (2) obtain and share the information contained in the results of this policy with the team outlined in the policy, consisting of a Pastor, the SPR representative as well as the Food Ministry Director(s), without further authorization other than this agreement.
3. If the employee is under the age of 18, the parents acknowledge that they are giving permission to Highland United Methodist Church, as well as the outside company the church may choose to employ to implement this policy, the express permission to (1) obtain the sample or either urine or hair, and (2) obtain and share the information contained in the results of this policy with the team outlined in the policy, consisting of a Pastor, the SPR representative as well as the Food Ministry Director(s), without further authorization other than this agreement.
4. The employee, if under the age of 18, expressly acknowledges, and gives permission to, the team outlined above, to share these results with their parents, and involve them in a potential treatment plan to address the issue at hand.
5. It is understood that if an employee is involved in an auto accident where the use of illegal drugs/alcohol are involved, that immediate termination with no option to retain or regain their employment.
6. It is understood that, while this policy contains a provision for retention of employment (except in the case of an auto accident), this 2<sup>nd</sup> chance policy is NOT guaranteed, and is only at the sole discretion of the church as represented by the team comprised of a pastor, SPR representative and the Food Ministry Director(s). The employee (and parent’s, if appropriate) acknowledge the procedures involved in the policy entitled “OPTION NOT TO TERMINATE”.
7. This agreement remains in effect from the date of the initial signature, and concluding upon the termination of employment (either by you or UMCFOOD Ministry), unless withdrawn in writing by the employee. (If the employee is under 18, or operating their parent’s vehicle or under the parent’s insurance, then the parent must send written notification to the church of their withdrawal of this agreement).

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature