



Staff Drug and Alcohol Policy

Voyager is dedicated to maintaining a safe educational environment. Thus, Voyager has implemented a drug and alcohol-free work environment policy. Alcoholic beverages are never to be consumed on school grounds, during field trips or Voyager events (whether on or off campus). Alcoholic beverages are never to be consumed in vehicles of transportation owned or operated on behalf of the school, or by their drivers while they are responsible for the operation of such vehicles.

No employee shall report to work while under the influence of drugs and/or alcohol. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on Voyager property or at any Voyager event is prohibited. This includes the misuse of prescription drugs, medical marijuana, Delta 8, any product containing any amount of THC or any mood-altering substances while on Voyager property, Voyager paid time (i.e. conferences, training sessions), at any Voyager event or in circumstances the school believes will adversely affect Voyager's operation or safety.

If Voyager has a reasonable suspicion of abuse or impairment, Voyager can and will take immediate action, up to and including drug testing, suspension of the employee, with or without pay, termination of employment, or other adverse employment actions. "Impairment" means symptoms that a prospective employee or employee while working may be under the influence of drugs or alcohol that may decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of the employee or others, involvement in an accident that results in serious damage to property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol. Employees who refuse to submit to a drug/alcohol test will be terminated. Likewise, employees who try to alter the results of a test will be terminated. Employees who have a positive drug test will be subject to disciplinary action up to and including termination.

Violations of this policy may lead to disciplinary action, up to and including termination of employment and/or notification of law enforcement authorities. The transferring, offering, selling or arranging for sale of any alcohol, narcotic, hallucinogen, stimulant, sedative, drug or prescription drug or any other mood-altering substance while on Voyager property, at a Voyager event, or during Voyager's time will lead to immediate termination.

Each employee shall comply with this policy. Employee shall notify his/her supervisor of their conviction of any criminal drug statute within 24-hours after such conviction. The supervisor shall notify the Managing Director of any such conviction within 24-hours of receiving notice of such

conviction. The Managing Director must notify the Board within 3-calendar days of receiving notice of such conviction. Also, if the employee is employed in a federally-funded program this same notice shall be provided to the Federal agency responsible for the funded program. Additionally, within 30-calendar days, a convicted employee must be required to participate in a rehabilitation program or be terminated.

This Policy shall apply to Voyager employees, contractors and volunteers.

Approved: April 22, 2021

Revised: March 23, 2023