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## ALCOHOL, TOBACCO, AND OTHER DRUG POLICY

Approved by the Board of Directors on 07/17/2016

### Policy Purpose

To protect the safety, health and well-being of individuals with interest in Peace Through Action® USA (the "Corporation") by proscribing the manufacture, distribution, dispensation, possession, or use of alcoholic beverages, controlled substances, and tobacco or nicotine products in workplaces of the Corporation.

### Definitions

1. Alcoholic Beverage—Any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume and is intended for human consumption.
2. ATOD—Alcohol, tobacco, and other drugs; alcoholic beverages, tobacco and nicotine products, and controlled substances.
3. Controlled Substance—A drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of 21 U.S.C. Section 812 or 21 CFR Part 1308.
4. Conviction—A finding of guilt, including a plea of nolo contendere (no contest), or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of criminal drug statutes.
5. Criminal Drug Statute—A criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.
6. Interested Person—Any director, officer, employee, contractor, or volunteer of the Corporation.
7. Tobacco and Nicotine Product—Any product made or derived from tobacco or that contains nicotine that is intended for human consumption, including any component, part, or accessory of a tobacco or nicotine product.
8. Workplace—The site(s) where an interested person works, serves, or volunteers.

### Policy

1. Peace Through Action® USA (the "Corporation") aspires to achieve and maintain an organization culture and practice free of alcoholic beverages, tobacco and nicotine products, and controlled substances.
2. The Corporation shall comply with all applicable laws regarding the manufacture, distribution, dispensation, possession, or use in workplaces of alcoholic beverages, controlled substances, and tobacco and nicotine products.
3. The Corporation encourages interested persons to voluntarily seek treatment and care for ATOD use and abuse concerns.

4. The Corporation expects interested persons to report for employment, service, or volunteering free of alcohol and controlled substances and their post-use effects.
5. The Corporation prohibits interested persons from manufacturing, distributing, dispensing, possessing, or using alcoholic beverages, controlled substances, and tobacco and nicotine products at any time within the workplaces from which they are working, serving, or volunteering, or during any time that they are performing their positions with the Corporation regardless of location.
6. The Corporation shall not prohibit any interested person from possessing or using in the prescribed manner any controlled substance which has been legally prescribed to the interested person.
7. The Corporation reserves the right to exercise the full range of available options for investigating and responding to an interested person's alleged or actual non-compliance with the ATOD policy, including termination, suspension, conditional or probationary employment, service, or volunteering, search of the person's personal property at the workplace, search of Corporation property assigned to the person, reasonable suspicion testing for ATOD, post-accident testing for ATOD, return to duty testing for ATOD, and referral to ATOD treatment and care.
8. The Corporation shall report to an appropriate law enforcement authority an interested person's suspected or confirmed manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.
9. The Corporation requires interested persons to report to the Corporation any conviction for a criminal drug violation in the workplace within five days of the person's conviction.
10. The Corporation shall notify any party to which it is required by law to make such notification of an interested person's conviction for a criminal drug violation in the workplace.
11. The Corporation maintains confidentiality of all information related to interested persons' manufacture, distribution, dispensation, possession, or use of ATOD.
12. The Corporation maintains an awareness program to educate interested persons about the dangers of ATOD use and abuse and the Corporation's ATOD policy.
13. The Corporation instructs interested persons of the Corporation's ATOD policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.