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Drug Free Workplace And Substance Use Policy

Approval. Board of Directors, October 30, 2026 (Resolution 2).

Version. Policy version 1.0; revised October 7, 2026.

Status. Approved.

Record notes. Includes the approved workplace policy and acknowledgment page.

Current publication corrected November 8, 2026 at the direction of the Board Chair to remove implementation conditions and clarify cannabis work rules and testing limits. Original Board source records remain in the archive.

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RESOLUTION 2

Drug Free Workplace And Substance Use Policy

WHEREAS, GFMN seeks a safe, respectful workplace that supports people in recovery and applies fair standards to everyone performing organizational duties;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors:

1. Adopts The Policy. Approves the Drug Free Workplace and Substance Use Policy, Version 1.0, revised October 7, 2026, provided with this packet. The clean text incorporates the circulated redline revisions. The Secretary shall retain the clean policy with the minutes and preserve the circulated redline as its revision history.

2. Confirms Consistent Standards And Support. The policy covers organizational duties performed by employees, contractors, Directors, Officers, interns and volunteers, including remote work and work travel. It prohibits impaired work and prohibited workplace substance activity while preserving lawful off-duty conduct, medical-patient protections, required accommodations and leave. Seeking help is not itself misconduct.

3. Requires Fair And Confidential Review. Safety concerns shall receive prompt protective action and an impartial review based on documented facts. Corrective action must follow the policy, applicable law and binding agreements. Medical and treatment records shall be restricted and stored separately from personnel records. Employment termination does not itself remove a Director or Officer from office.

4. Assigns Administration. The Interim Executive Director shall provide confidential reporting contacts, distribute the effective policy, obtain acknowledgments within its five-business-day period, coordinate support and training, and verify any applicable federal award requirements. Report readiness and unresolved needs at the next regular Board meeting and review the policy annually.

Authority: Minn. Stat. Sections 181.938, 181.950 through 181.954, and 342.57. Any federal award requirements apply only where legally applicable.

Drug Free Workplace And Substance Use Policy

Version 1.0 | Revised October 7, 2026

Purpose And Scope

Get Free Minnesota (GFMN) applies this policy equally to employees, contractors, paid and unpaid Directors and Officers, interns and volunteers during organizational duties, including remote work, meetings, events, travel and work-related driving.

Workplace Standards

Zero tolerance for impaired work and prohibited workplace substance activity means prompt safety action and consistent enforcement. Employment decisions follow the review and protections below.

- Personnel must work safely. Working or driving while impaired by alcohol, cannabis, another drug or medication is prohibited. Impairment means a reduced ability to work safely.
- Unlawful drug manufacture, use, possession, sale or distribution is prohibited in organizational work and workplaces. Prescription misuse, sharing prescriptions and using another person’s prescription are prohibited.
- Alcohol consumption while working is prohibited. Event alcohol service requires the Interim Executive Director’s written approval and legal compliance. Personnel working the event must not consume alcohol.
- Cannabis use, possession, sale or distribution is prohibited while working, on GFMN premises or operating GFMN vehicles, machinery or equipment, subject to legal protections. Cannabis includes marijuana, cannabis products, lower-potency hemp edibles and hemp-derived consumer products.

Protected Conduct And Accommodation

Lawful off-duty use away from GFMN premises is not itself misconduct. Lawful prescriptions, medical-cannabis patient rights, required accommodations and leave are protected. A test result, incarceration record or treatment history alone does not establish current impairment.

Response To Safety Concerns

Reasonable suspicion requires specific facts and rational inferences. Personnel must stop unsafe work and notify a supervisor, the Interim Executive Director or Board reviewer. Call 911 for emergencies; a supervisor arranges safe transportation. GFMN conducts a prompt, impartial and private review, documents facts and allows an explanation before discipline.

GFMN may use temporary paid employee suspension or reassignment at the same pay when reasonably needed for safety during review. Written notice states the reasons and review date. This does not establish misconduct.

Counseling And Corrective Action

After fair review, ordinary employee violations will receive a written warning stating the concern, required improvement, review date and possible consequences. Appropriate support will be offered. Repeated violations may lead to further discipline, up to termination for good cause, consistent with law and binding agreements. Serious independently established misconduct, such as workplace drug distribution or deliberate dangerous conduct, may warrant termination without a prior warning after review, where legally permitted. Required testing and treatment protections may not be bypassed.

Contractor and volunteer consequences follow their agreements. Director or Officer removal follows governing-document and statutory procedures; employment termination does not remove them from office. Earned wages will not be withheld; safety removal is not resignation.

Administration And Acknowledgment

Support, Reporting And Confidentiality

GFMN will facilitate access to confidential professional counseling or treatment referrals and explain available options and costs privately. Personnel may request support, leave or accommodation from a supervisor, the Interim Executive Director or an uninvolved Board reviewer, bypassing involved or unavailable contacts. Seeking help is not itself misconduct. Contacting a union, attorney or agency requires no permission.

Medical and treatment records remain separate from personnel records, confidential and limited to authorized recipients. They must not appear in committee emails or shared Hub records. Blanket demands for diagnoses or medication lists and retaliation for good-faith reporting, protected activity or exercising legal rights are prohibited.

Testing Authority And Review

No employee or job applicant is subject to drug, alcohol or cannabis testing under this policy, and no circumstances authorize such testing. Employees and applicants may refuse a test requested under this policy without penalty. No disciplinary or other adverse personnel action may be based on a test result under this policy.

Any testing requires a separate lawful policy, Board adoption, required notices and any required bargaining. That policy must preserve confirmation, the right to explain a positive confirmatory result or request and pay for a confirmatory retest, and required counseling or rehabilitation opportunities before termination based on a first confirmed positive employer-requested test. Board review and union, contract, agency and court remedies remain available.

Covered Federal Awards

- For a covered federal award requiring these measures, employees must follow the workplace rules as a condition of employment and report a workplace criminal drug conviction to the Interim Executive Director in writing within five calendar days after conviction.
- The Interim Executive Director provides the required employee statement and ongoing awareness program. GFMN notifies affected federal agencies within ten calendar days after learning of the conviction and takes lawful personnel action or requires agency-approved treatment within thirty calendar days.

The Interim Executive Director verifies applicable award requirements and identifies covered workplaces. Federal funding alone does not authorize random testing. Medical-cannabis protections and any lawful exceptions remain subject to applicable law.

Adoption And Acknowledgment

The Board of Directors approved this policy on October 30, 2026. Applicable local laws control conflicts. The Interim Executive Director provides confidential reviewer contact details, implements the policy and reviews it annually.

I acknowledge receipt and an opportunity to ask questions. My signature does not waive rights or consent to testing. Please return this acknowledgment within five business days after receiving the adopted policy, excluding weekends and Minnesota legal holidays, subject to accommodations and binding agreements.

Board Adoption Date: _____ Effective Date: _____

Delivery Date: _____ Acknowledgment Due: _____

Name and Role: _____

Signature: _____ Date: _____

Legal References: Minn. Stat. 181.950 to 181.954, 181.938 and 342.57; 2 CFR Part 182.