

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** General

**POLICY NO:** 02-029

**SUBJECT:** Drug Free/Weapon Free Work Place/Emergency  
Developing Need Assistance or "EDNA"

**EFFECTIVE DATE:** March 1991

**Policy:**

Cottonwood, Inc. will maintain a drug free/weapon free workplace for the protection of consumers and staff as directed by the Drug-Free Workplace Act of 1988. Information will be available concerning treatment options for alcohol and other drug use and abuse.

No employee or consumer shall be under the influence of alcohol, illegal drugs or misused medications while at work. All employees and consumers are prohibited from:

- manufacturing
- distributing
- possessing or
- using, alcohol, weapons or illegal drugs on the worksite
- being under the influence of alcohol or illegal drugs on Cottonwood, Inc. owned or leased property.

Any violations of this policy will result in disciplinary action. Employment may be terminated and/or authorities notified. In addition to the above, weapons are not allowed on any property where services are being provided, including Cottonwood, Inc. owned vehicles and private vehicles used to transport other staff and consumers.

Note: An exception may be made for moderate alcohol consumption for staff who are volunteers at Cottonwood Foundation events where consumer services are not provided. This will be allowed at the discretion of the CEO.

**Procedures:**

1. Consumers who are under the influence of or possess alcohol, illegal drugs, misused medications, or weapons while on Cottonwood, Inc. owned or leased property may be escorted to alternate locations or reported to law enforcement if behavior poses a risk to themselves others or if previous criminal involvement requires reporting. (i.e. on probation) an incident report will be written and disseminated as per policy 05-033.
2. Cottonwood, Inc. will provide information concerning alcohol and other drug use and abuse. All employees are expected to report to their supervisor or a member of management any known drug or alcohol use at work. See policy 03-050.
3. Cottonwood, Inc. is supportive of employees seeking to help themselves through evaluation and treatment. Information on treatment resources within our service area will

be made available to employees upon request. Cottonwood, Inc. is under no obligation to pay for this treatment. Contact the Human Resources Director for information.

4. Cottonwood, Inc. will maintain confidentiality of records regarding employees seeking help with drug/alcohol problems. Seeking treatment shall not be cause for termination.

5. Employees arrested and/or charged with drug/alcohol violations are required to inform their supervisor of arrest or charge on the next scheduled workday. Until an employee is convicted or is granted a diversion agreement, safeguards will be implemented to mitigate Cottonwood Inc.'s liability. Measures may include random alcohol and drug testing, limiting work related driving and close supervision of appearance for signs of drug or alcohol use. Both a conviction and a diversion agreement trigger the loss of employee coverage by Cottonwood Inc.'s insurance company. If insurance coverage is affected and driving is an essential function of the job description, then employment will be terminated.

6. Employees are required to notify their supervisor of a drug/alcohol conviction within 5 days. Cottonwood, Inc. will provide the Federal Government with the required information regarding the conviction of any employee on a work-related drug charge within ten days after conviction.

7. If an employee has knowledge of or witnesses a threat or an act of violence it must be reported immediately to the supervisor, a member of management or the Human Resource Director.

8. The possession of any type of weapon will be considered a threat of violence and disciplinary action up to and including termination will be applied.

9. All decisions are subject to Employee Grievance Appeal Policy 03-026.

10. To protect against a potentially violent situation involving staff or visitors, Cottonwood, Inc. has developed an emergency paging procedure outlined below:

a. EDNA has been chosen as the code word to be used when assistance is needed. EDNA is the acronym for "Emergency Developing; Needs Assistance.

b. To page for assistance a person would access the paging system via their telephone and announce: "EDNA to the location of emergency."

c. Any staff who is free to respond should proceed immediately to the announced location and offer assistance.

d. If a weapon is involved, DO NOT PAGE for EDNA. Exit the area if possible, call 911 immediately (If using a company phone dial "8" first), and alert the receptionist. Protect yourself and any people in the area first and foremost.

e. Since most consumers who have behavioral issues have behavior management plans in place, typically the EDNA procedure would not be part of the protocol for consumers.