



Hometown Hero Outdoors

Alcohol and Drug Policy

Hometown Hero Outdoors prohibits the possession, sale, consumption, or being under the influence of alcoholic beverages or illegal drugs by staff members while attending business, events, shows, or any other public venue where the staff is representing **Hometown Hero Outdoors**, or in an agency vehicle. Any employee found possessing, selling, consuming, or being under the influence of alcoholic beverages while on duty will be subject to discipline, up to and including termination.

Occasional exceptions to this policy against the consumption of alcoholic beverages may be made at **Hometown Hero Outdoors** sole discretion for small quantities of such beverages reasonable under the circumstances. At such events, all personnel are expected to exercise good judgment and moderation. In no event may any underage individual consume alcohol at any **Hometown Hero Outdoors** event, and all personnel are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol), and to take safety precautions including arranging for a designated sober driver.

Any staff who is using prescription or over-the-counter drugs that may impair the staff's ability to safely perform the job, or affect the safety or wellbeing of others, must notify another staff member or board member of such use before starting or resuming work while under the influence of such prescription or over-the-counter drugs.

If you have a problem with drugs and/or alcohol and wish to undertake rehabilitation, you can request a leave of absence from your position within **Hometown Hero Outdoors** for this purpose without losing the position. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, please reach out to other staff member or asked assistance in finding a professional Chemical Abuse Counselor you can talk to and set up a program that will benefit you and others around you. No one will be discriminated against for undertaking rehabilitation.

Hometown Hero Outdoors asks that each officer, director, and field staff be provided with a copy of this policy and that not less than annually a copy of this be signed by the officers, directors, and field staff of Hometown Hero Outdoors, with a copy to be maintained in the permanent files of the organization.

The undersigned, being a director, officer or field staff of the Hometown Hero Outdoors (HHO), hereby acknowledges the following:

I have received a copy of Hometown Hero Outdoors Alcohol and Drug Policy for Directors, Officers, and Field Staff (the "Policy").

1. I have read and understand the Policy.
1. I agree to comply with the Policy.
1. I understand that the Policy applies to the officers, board of directors, and field staff.
2. I understand that Hometown Hero Outdoors is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of their tax-exempt purposes.
3. I acknowledge receiving a copy of the above referenced Alcohol and Drug Policy on the date listed below.
4. I serve or represent Hometown Hero Outdoors in the following capacity:

Title

Printed or Typed Name

Signature

Date

FOR OFFICE USE ONLY
_____ Received By
_____ Title
_____ Date