

**§611 ALCOHOL AND OTHER INTOXICANTS**

*Life and physical health are precious gifts entrusted to us by God. We must take reasonable care of them, taking into account the needs of others and the common good. Catechism of the Catholic Church (CCC), §2288. The virtue of temperance disposes us to avoid every kind of excess: the abuse of food, alcohol, tobacco, or medicine. CCC §2290. The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. CCC §2291.*

*We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others.*

*The Diocese of Springfield has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the people we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, the following policies have been established.*

**611.1. Policy** Employees shall not be under the influence of illegal substances, alcohol, or other intoxicants while on the job.

***Procedures:***

- a) Violation of this policy may result in immediate corrective action, suspension and possible dismissal.
- b) While this policy directly forbids being under the influence of illegal substances, alcohol or other intoxicants on the job, it is also possible that off site and off the job use of the same may negatively affect an individual's job performance in other ways. Employees, therefore, are encouraged to seek treatment before a problem interferes with the performance of their job.
- c) Medicines – Employees may report to work while using a prescribed medicine, provided, however, that the use is pursuant to a doctor's orders and the doctor has confirmed to the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees reporting to work and/or working while using a validly prescribed medicine are expected to follow all safety instructions related to their prescription and to immediately notify their supervisor if they experience side-effects which may affect the employee's ability to safely perform his or her job duties.
- d) Marijuana/Cannabis - Although the State of Illinois has passed legislation legalizing marijuana/cannabis for medicinal and recreational purposes, the use of marijuana/cannabis remains subject to this section, §611.1, like any other intoxicant. The Diocese of Springfield does not allow the use of

marijuana/cannabis in the workplace, on the job, or on its premises and no employee may be under the influence of marijuana/cannabis while on the job.

**611.2. Policy** Employees shall not possess, manufacture, distribute, sell, or purchase an illegal substance during working hours, while on paid time, or while on the employer's premises, while in employer provided vehicles (whether owned, leased, or rented), or while engaged in employer-related activities.

***Procedures:***

- a) Violation of this policy may result in immediate corrective action, suspension and possible dismissal.

**611.3. Policy** The consuming of alcoholic beverages during working hours, including meal and break periods, shall be prohibited.

***Procedures***

This does not include the following exception: Where, on occasion, the Vicar General, the Moderator of the Curia, a pastor, or a parochial administrator approves the responsible consumption of alcoholic beverages for a specific celebration, activity, sponsored function, or special event. If an employee chooses to consume alcohol pursuant to this exception, the employee is expected to use moderation and follow all civil laws concerning alcohol consumption.