

**AMERICAN ARABIC BENEVOLENT ASSOCIATION
PO BOX 320037
WEST ROXBURY, MA 02132**

ALCOHOL/DRUG/SMOKING POLICY

The following policy is hereby adopted this _____ day of _____ 2006, which governs the use or misuse of alcohol, drugs, and smoking when working for the American Arabic Benevolent Association, Inc.

The American Arabic Benevolent Association and any AABA affiliated or controlled companies (hereinafter referred to as "AABA") are subject to this approved Alcohol/Drug/Smoking Policy.

1. Purpose and Scope

The purpose is to ensure that the AABA maintains an alcohol free, drug free, and smoke free work environment.

2. Applicability

This policy applies to all employees of the AABA and any & all employees of an AABA affiliated and/or AABA controlled company.

3. Policy

3.1 Alcohol and Drugs - The AABA realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees, tenants, visitors and contractors. The AABA is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use, in compliance with the Drug Free Workplace Act. Any employee who seeks assistance through the AABA Human Resources Department (???) may be confidentially referred to drug and alcohol rehabilitation programs.

3.2 Smoking - The AABA maintains a non-smoking policy within all AABA owned or controlled buildings. Employees may smoke only in those outside areas that are smoking designated. There is no smoking ever permitted in any AABA owned, leased, rented, or borrowed vehicle. The AABA encourages any employee who smokes to seek assistance from available programs or their health care provider for referrals.

4. Consequences

Any employee involved in the unlawful use, sale, manufacturing, dispensing, or possession of controlled substances, illicit drugs, and alcohol on AABA owned or controlled premises, or working under the influence of such substances, or who is impaired at work as a result of the use of lawful substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Policy Adopted by the American Arabic Benevolent Association, Inc. Board of Directors:

SIGNED:

Kenneth J. Raffol – President

/ /
DATE

Camille Sarrouf, Sr., Esq - Clerk

/ /
DATE

Rosanne Solomon – Recording Secretary

/ /
DATE