



ROMAN CATHOLIC ARCHDIOCESE OF NEWARK DRUG AND ALCOHOL-FREE WORKPLACE POLICY

To help ensure a safe, healthy, and productive work environment for our clergy, religious, lay employees, and others who serve within the Roman Catholic Archdiocese of Newark (the Archdiocese), to protect the Archdiocese and its affiliated parishes, schools, and other properties, and to ensure proper and efficient operations, the Archdiocese has adopted a policy of maintaining a workplace free of drugs and alcohol.

Although recreational marijuana has been legalized under New Jersey state law, consistent with that law, the Archdiocese prohibits the use, consumption, being under the influence, possession, transfer, display, transportation, sale, or growth of cannabis items in the workplace and prohibits intoxication by clergy, religious and lay employees during work hours. In addition, the Archdiocese more broadly prohibits an individual from reporting to work under the influence of a controlled substance or alcohol, as well as prohibits the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of any controlled substances, drug paraphernalia or alcohol anywhere on Archdiocese affiliated premises or while conducting Archdiocese related business. It bears emphasis that no clergy, religious or lay employee should be driving while under the influence of cannabis or any other controlled substance.

As a reminder, the Archdiocese may require applicants and clergy, religious or lay employees to submit to an alcohol or drug testing when there is reasonable suspicion of such use, when there are observable signs of intoxication in the judgment of the Archdiocese entities or when an employee is involved in an accident in the workplace or on working time.

Any clergy, religious, lay employee (or others who serve within the Archdiocese) who violate this policy will be subject to discipline, up to and including suspension or immediate termination of employment.

The Archdiocese will not take adverse action against a job applicant or existing clergy, religious, or employee solely based on such individual's status as a registered qualifying patient to use medical marijuana. Please note that employees should alert the Office of Human Resources if they (i) need to use medical marijuana or prescription drugs that may lead to impairment while performing their duties or that may pose a safety risk and/or (ii) need a reasonable accommodation due to a disability.

Additional information on the Archdiocese's drug and alcohol-free workplace policy will be forthcoming. If you have any questions, please direct them to the Office of Human Resources.