



Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

FOR

Admin: Substance Abuse Policy

**DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Updated October 6, 2021

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Substance Abuse Policy

PURPOSE

This SOP contains the State of Hawaii Veterans of Foreign Wars, Substance Abuse Policy.

SECTION 1

Control and Administration

The Department Commander and State Adjutant administer this policy.

SOP REVIEW

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. The Adjutant will report on all changes made to the SOP.

After initial approval by the State Commander, this SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first Council of Administration (COA) after the Department Convention for approval. After approval the SOP will become effective immediately. During the year any updates to the SOP will given to the Department Adjutant for distribution to be voted on at the next COA.

SECTION 2

Substance abuse policy

Policy brief & purpose

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** not only imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and greater accident risks.

To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs on VFW Department offices and meeting sites and strictly regulate the consumption of alcohol.

The VFW, Department of Hawaii is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services.

Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, The VFW, Department of Hawaii is committed to ensuring a substance-free working environment for all of its employees.

The VFW, Department of Hawaii therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

In addition, The VFW, Department of Hawaii strictly prohibits the abuse of alcohol, illegal drugs, or prescription drugs.

Scope

All job applicants, employees, contractors, volunteers and part-time employees should abide by the provisions of this policy.

Policy elements

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the “substances” category. We also place restrictions on alcohol consumption.

While working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. You may not consume alcohol in excess while in approved business meetings or social gatherings. National Bylaws also prohibit use of alcohol during Post and Department business meetings.
- Excessive alcohol use includes being inebriated or impaired, binge drinking, heavy drinking, any alcohol use by people under the legal drinking age 21 minimum legal drinking age, and any alcohol use by pregnant women.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Be impaired or under the influence of prohibited substances during working hours.

Disciplinary Consequences

Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution. As required, disciplinary actions shall be conducted in accordance with the National VFW Bylaws and Manual of Procedure Article IX.

We may invoke disciplinary action, when you:

- Sell, or attempt to sell, any form of substance.
- Use any kind of illicit drug, or substances while on VFW Department premises.

RESERVATION OF RIGHTS

The VFW Department of Hawaii reserves the right to change, rescind or depart from this Policy in whole or in part. Nothing in this Policy alters an employee's status. The VFW Department hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to rescind their employment at any time with or without cause.

SECTION 3 LINKS

Links:

VFW National Links:

[VFW National](https://www.vfw.org/) <https://www.vfw.org/>

[Visit our VFW Youth Scholarships](https://www.vfw.org/community/youth-and-education) <https://www.vfw.org/community/youth-and-education>

Department of Hawaii Links:

[VFW Department of Hawaii Website](http://www.vfw-dept-hi.org/) <http://www.vfw-dept-hi.org/>

[Department of Hawaii on Facebook](https://www.facebook.com/VfwDepartmentOfHawaii/) <https://www.facebook.com/VfwDepartmentOfHawaii/>

APPENDIX