



*Criminal Background & Drug Testing Check*

**Criminal Background Check:**

Mission Granbury is committed to maintaining a safe, healthy and productive working environment for all clients, employees, and volunteers. Therefore, criminal background checks will be conducted on all employees and volunteers. The Executive Director will take whatever action she deems necessary if the result of a background check puts an adult or child at risk. All results will be held strictly confidential, and any employee or volunteer wishing to discuss this matter further must direct all questions to the Executive Director.

Acknowledgement of background check:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Drug Testing:**

Illegal use of alcohol, drugs, or controlled substances increase the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale and/or damage to the agency's property and reputation. Mission Granbury's Executive Director, at her discretion, can require a random drug test. Samples will be collected in a controlled environment by medical personnel, and tested by an accredited medical laboratory under strictly-controlled chain-of-custody and testing procedures.

Acknowledgement of random drug testing:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date