



Human Resources	Document No.	Revision Level:	
	Description: DRUG AND ALCOHOL POLICY		
	Issuer:		
	Revised By:		

1.0 PURPOSE

- 1.1** The purpose of this Policy is to set forth guidance on the Company's Drug and Alcohol program.
- 1.2** Procedures and guidance set forth in this Policy may vary per location and applicable law for remote employees.

2.0 RESPONSIBILITIES

- 2.1** This Policy covers all employees of the Company. Violations of the Policy may result in discipline up to and including termination of employment as well as possible denial of any workers' compensation claim against the Company.
- 2.2** It is a violation of the Drug and Alcohol Policy to use, possess, manufacture, sell, trade, and/or offer for sale or be under the influence of alcohol, intoxicants or illegal drugs (including marijuana) while on duty, conducting the Company's business or on the Company's property. In addition, an employee's conduct involving drugs or, in some cases, conduct involving the use of alcohol during non-work times may also result in discipline up to and including termination.
- 2.3** Prescription and over-the-counter drugs are not prohibited when taken according to a physician's prescription provided such use does not negatively affect the employee's work or safety or safety of others. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could impair the employee or compromise safety, the employee must immediately inform his/her Supervisor. Reasonable accommodations in accordance with the Company's Employees with Disabilities Policy will be made as necessary.

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2.4 A safe and productive workplace is achieved through cooperation and shared responsibility. Both employees and Supervisors have important roles to play. Employees are to report dangerous behavior to their Supervisor, support fellow workers in seeking help, and be concerned about working in a safe environment. Supervisors have the responsibility to inform employees about the Drug and Alcohol Policy, observe employee performance, investigate reports of dangerous practices, inform Management and follow through with appropriate consequences for policy violations.

2.5 It is also the employee's responsibility to report to the Company any current medication they may be taking that could pose a risk to the safety and health of the employee, fellow employees or the Company. Reporting of such information will be kept confidential and in compliance with HIPAA and any other applicable laws. Should the Company determine that employee safety may be compromised or that there is a risk to the Company, the Company will attempt to make reasonable accommodations for the employee to ensure their safety and the safety of other employees.


2.6 This Policy does not, however, prohibit an employee from consuming alcoholic beverages while at a Company-sponsored entertainment event, while entertaining a Company customer away from Company property, or when the employee is traveling on Company business, provided that the employee behaves in a professional manner and does not violate any other Company policy.

2.7 Disciplinary action, up to and including termination of employment, may occur if job performance deterioration and/or accidents occur as a result of drug or alcohol use in violation of this Policy.

3.0 TESTING

3.1 New Hires/Rehires/Leave of Absence

3.1.1 For potential new hires, the Company will not conduct a drug test until the individual has received a conditional offer of employment and a copy of this Policy.

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- 3.1.2 New hires and/or former employees seeking to be reinstated or rehired following a break in service (greater than three months,) must undergo a post-offer pre-employment drug screening within five (5) working days (M-F) of the job offer, unless an extension in writing is authorized by the Human Resources department.
- 3.1.3 Failure to comply with testing will result in the retraction of the employment offer.
- 3.1.4 If the completed drug and alcohol screening produces a positive result, the start date will be delayed until the Occupational Health Nurse or third party Medical Review Officer (MRO) provides clearance. The Company will retract the employment offer if the Nurse or MRO does not provide such clearance. It is within the sole discretion of the Nurse or MRO whether to provide clearance.

3.2 Reasonable Suspicion

- 3.2.1 If the Company has a reasonable suspicion of drug or alcohol use in violation of this Policy, the Company will require testing. Reasonable suspicion will be determined based on objective factors such as the employee’s appearance, speech, behavior, or other conduct or facts.

3.3 Post-Incident Testing

- 3.3.1 Testing will also be required following on-the-job accidents where personal injury or damage to the Company’s property occurs where the Company has a reasonable basis for believing that drug or alcohol use could have contributed to the injury or accident.


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3.4 Testing Procedures

3.4.1 Once a test is required, it must be completed as soon as feasible, but in all cases within four (4) hours of the incident or demand by Management. The test will be conducted by a properly licensed and accredited institution. A Company representative will accompany the employee to the testing lab for test completion. The employee will not be permitted to drive. The substances that will be tested for include drugs/alcohol using the same testing protocol as is used for commercial driver's license testing. Any positive drug test that reveals a non-prescription drug or an un-prescribed amount of a prescription drug may subject the employee to disciplinary action up to and including termination of employment. However, before the Company issues discipline or otherwise takes adverse action, it will have any positive test confirmed through a scientifically supported method and it will give the employee an opportunity to confidentially provide any other information that he or she believes is relevant. A blood-alcohol concentration (or equivalent breath test score) of 0.04% or more will be considered "under the influence" for purposes of this Policy and may subject the employee to disciplinary action, up to and including termination of employment. In addition, any employee who tests positive will be immediately removed from duty and may be referred to a substance abuse professional for assessment and recommendations. Employees refusing to submit to testing will be terminated.

3.5 Voluntary Rehabilitation

3.5.1 The Company recognizes that drug and alcohol abuse and addiction are treatable illnesses. Employees with drug and/or alcohol addictions who seek treatment will be reasonably accommodated to enable them to attend treatment consistent with their continued employment provided they have not violated this Policy or other Company policies. Early intervention and support improve the success of rehabilitation. To support employees, the Company's Drug and Alcohol-program:

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3.5.1.1 Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

3.5.1.2 Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

3.5.1.3 Ensures the availability of a current list of qualified community professionals.


3.5.2 Financial responsibility for recommended treatment belongs to the employee to the extent that it is not covered by health insurance benefits and/or services of the Company's Employee Assistance Program provided through their employment with the Company.

3.5.3 All information received by the Company pertaining to drug or alcohol treatment is confidential and will be maintained separately from the individual's personnel file. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

4.0 MEDICAL MARIJUANA

4.1 The Company recognizes the use of marijuana for medicinal purposes and respects the rights of employees to engage in responsible and legal marijuana use for medical reasons pursuant to a lawful certification from an authorized medical professional. Employees using marijuana pursuant to a lawful medical certification or other prescription medication, shall ensure their lawful use does not interfere with the employee's duties or pose a threat or risk of danger to the employee, fellow employees or the Company.

4.2 Regardless of use, employees are still covered by, and expected to abide by, the Company's Drug and Alcohol Policy.

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5.0 REFERENCES

5.1 Employee Handbook

6.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
	Bruce Gallagher		
	Bunny Comilla		

7.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES

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