

## **SUBSTANCE ABUSE POLICIES & PROCEDURES**

### **PURPOSE:**

The purpose of this policy is to maintain a work environment, which is free from the influence of illegal drugs and alcohol to protect the health, safety, and well being of our employees. It is also to assist in identifying appropriate interventions in reference to the chemically dependent employee, and to create an environment conducive to the employee identifying the problem and taking appropriate action before the condition renders the employee unemployable.

### **POLICY:**

Our facility is committed to the provision of high quality care to patients, humanistic relations with and among employees, as well as a substance abuse free workplace. Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance or alcohol by an employee on the job, in the workplace or where our facility work is performed is prohibited. This policy applies to all official or unofficial break and meal periods, and all other times during the working day in which an employee has reported for work.

Our facility reserves the right to contact proper law enforcement officials and/or State licensing/certifying boards regarding any matter, subject to this policy.

**Violation of the substance abuse program will be subject to disciplinary action up to and including termination.**

### **DEFINITIONS:**

“Illegal drugs” in this policy means inhalants and controlled substances, and includes medications, which contain a controlled substance, which are used for a purpose or by a person for which they were not prescribed or intended or otherwise used under the supervision of a licensed health care professional.

“Reasonable suspicion or reason to suspect” means a basis to form a belief based on specific facts and inferences drawn from those specific facts.

“Under the influence of alcohol” means appearance, speech, behavior or bodily odor which causes a superior to suspect the employee to reasonably be intoxicated and/or that the employee has a blood alcohol exceeding two one hundreds of one percent by weight alcohol concentration.

### **PROCEDURE:**

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Company of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Procedures for all location are as follows:

- A. Upon hire each new employee should be given information about the Drug Free Workplace Act and should sign that they have been trained, reviewed and received a copy. The signed Drug Free Workplace Act notice shall be placed in the employee's personnel file.
- B. Issues and questions involving drug and alcohol use should be presented to the Human Resources Representative, or the Employee Relations Department for consideration and determination.
- C. Employees are not permitted to use, transfer, possess, distribute or work under the influence of drugs or alcohol. For the purposes of this policy a positive drug test is sufficient to establish "use" and a positive alcohol test is sufficient to establish "under the influence." The Company may also test for substance abuse in reasonable cause and post-accident situations.
  - a. FOR CAUSE – in instances where illicit drug is suspected, an employee may be asked to submit to a drug test in conjunction with the Company's Substance Abuse Policy.
  - b. POST- ACCIDENT – when an employee is involved in a work related accident requiring medical treatment, lost time, personal injury to others or property damage, an employee may be asked to submit to a drug test in conjunction with the Company's Substance Abuse Policy.
- D. Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action up to and including termination. Contact the Human Resources Manager and/or the Employee Relations Department prior to any disciplinary action being taken.
- E. If any illegal drug paraphernalia are found on the company property, the appropriate manager shall be notified immediately. The possession, use, transfer or sale of illegal drugs during work hours or company events or on company property is prohibited and will result in disciplinary action up to and including termination.
- F. Employees involved in illegal drug use or suffering from drug/alcohol dependency are encouraged to seek medical treatment and/or rehabilitation. Employees can use earned sick and vacation time or may be granted an unpaid leave of absence for rehabilitation. However, to avoid any disciplinary action, it is the responsibility of each employee to seek assistance before any drug problem leads to a violation of company policy.

Job performance will be the primary determinant of personnel actions affecting employees who suffer from drug dependency and return to work following or during rehabilitation. Satisfactory performance remains a requirement, even if chemically dependent employees seek medical help.
- G. Supervisors and managers will enforce the Substance Abuse Policy and will be responsible for drug awareness communication and education. Supervisors and managers are responsible for managing job performances and for ensuring that employees report to work free from the influence of drugs and alcohol. Employees are responsible for seeking

assistance, cooperating with testing and reporting violations of the Company's Substance Abuse Policy.

**EMPLOYEE ASSISTANCE**

Our Company encourages employees to seek help. To assist employees in obtaining treatment, we will refer the employee to a provider or the employee may choose a provider. This may include an Employee Assistance Program (EAP) which provides an assessment, counseling, aftercare and referral service for employees with drug-related problems and other personal problems. Confidentiality is assured.

Employees who undergo voluntary counseling or treatment, and continue to work are subject to the same job performances and behavior standards as other employees. As is the case of all employees, those seeking voluntary counseling or treatment that fail to meet performance standards will be subject to disciplinary action.

When treatment is necessary, coverage is based on the parameters set forth in the medical benefits plan. Employees are solely responsible for all costs of treatment not covered by their applicable medical benefits plan.

**DRUG-FREE WORKPLACE POLICY  
ACKNOWLEDGMENT FORM**

I have received the summary of the Drug-Free Workplace Policy from my employer. In addition, I have been provided training and the opportunity to read the Drug-Free Workplace Policy in its entirety. I understand that I am required to follow the Policy. I also understand that failure to comply with this policy is the basis for discipline, up to and including termination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Printed)

**DRIVERS (Commercial Motor Vehicles) – ONLY – MUST READ AND SIGN BELOW**

I have received the Company's Drug-Free Workplace Policy. I understand I am required to read and follow the DOT/FHWA rules as outlined, as well as those outlined in the general Drug-Free Workplace Policy. I also understand that my failure to comply with the Drug-Free Workplace Policy, is the basis for disciplinary action up to and including termination.