

# **SUBSTANCE ABUSE POLICY**

Management of the Company is dedicated to maintaining a competitive, safe and drug free workplace for its employees. We understand that the illegal use of drugs, alcohol and prescription drugs threaten the health and safety of employees and the public. Employees who use illegal drugs or abuse controlled substances on or off duty tend to be less productive, less reliable and prone to greater absenteeism than employees who do not use such substances. Ultimately such use could threaten the companies' competitiveness and result in increased cost, delay, and risk. Therefore, the company has established and organized a program to control substance abuse problems in the workplace.

This policy will specify the circumstances under which drug testing will be required and the procedures for conducting such testing. This policy applies to all current employees and all final candidates for employment. This policy also complies with the United States Department of Transportation Anti-Drug Regulations that prohibits the use of Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine, and Alcohol.

## **TESTING**

In order to assure compliance the company, reserves the right to administer substance abuse testing under the following conditions:

### **PRE-EMPLOYMENT**

All final candidates for employment will undergo a drug screen prior to assignment of a job. Each applicant will be notified verbally of the policy and given a checklist describing the collection process. No applicant is to start work until after the results of the drug screen have been received. Applicants will be rejected for employment for failing to pass the drug/alcohol test.

### **POST ACCIDENT**

Driving or operating company owned vehicles and equipment is a privilege that must be earned. Any accident where the employee's performance contributed to the accident is cause for a drug test.

### **REASONABLE CAUSE TESTING**

Employees who are reasonably suspected of being unfit for duty by reason of acting in an impaired or unsafe manner will be removed from the job site and promptly transported by the company to a medical facility where the suspected employees condition will be evaluated to determine whether or not drugs or alcohol have been used. Any employee refusing to cooperate with the medical evaluation (including tampering with or falsifying a specimen) will result in termination of employment. The supervisor will fill out a reasonable cause report of observed behavior on the employee. Another supervisor should witness the employee's behavior if possible. The medical facility will determine if the employee is capable of working, should be sent home, or needs further medical treatment.

## **RANDOM TESTING**

The company will institute a random testing program for all employees. Computer will select individuals randomly. Employees selected will be required to report directly to the testing facility to be tested. Refusal to submit to the test will be considered the same as a positive test. The company will be responsible for costs associated with the random test.

## **TESTING COSTS**

The company will pay pre-employment testing, post accident testing, reasonable-cause testing and random testing. Re-testing after initial positive result will be the responsibility of the employee. Any and all cost associated with the rehabilitation will be the employee's responsibility. Follow up testing will be the employee's responsibility.

## **PRIVACY AND CONFIDENTIALITY**

The company will apply its drug testing policy in a reasonable and non-discriminatory manner. Test will be administered discretely and test results will be maintained in strict confidence. Every effort will be made to preserve the employee's right to dignity, and privacy. Knowledge of test results and disciplinary actions taken will be limited to those who have a direct need to know. Any employee, upon written request, shall have access to any records relating to his/her drug or alcohol test result.

## **CONDITION OF EMPLOYMENT**

Compliance with this substance abuse policy is a condition of employment. The failure or refusal by an applicant or employee to cooperate fully by not signing the consent form or other required documents or not submitting to any test or any procedure under this policy will be grounds for refusal to hire or termination of employment.

As with all policies the company reserves the right to revise, supplement, rescind any policy from time to time, as it deems appropriate. Employees will be notified of such changes as they occur. If employees have any questions regarding this policy, please contact the program administrator.

# SUBSTANCE ABUSE CHECKLIST

1. PRESENT PHOTO ID OF YOURSELF AND SIGN IN AT THE MEDICAL FACILITY
2. COMPLETE INFORMATION ON THE CUSTODY AND CONTROL FORM (SUPPLIED BY THE FACILITY)
3. REMOVE ANY UNNECESSARY GARMENTS (COATS, HATS, JACKETS,) PERSONAL BELONGINGS (PURSE, BRIEFCASE); YOU MAY RETAIN YOUR WALLET.
4. WASH AND DRY HANDS BEFORE TAKING THE TEST.
5. YOU MAY PROVIDE THE SPECIMEN IN THE PRIVACY OF A STALL. HOWEVER, THE COMPANY RESERVES THE RIGHT TO HAVE ANY AND ALL SUBSTANCE ABUSE TESTS OBSERVED BY A MEMBER OF THE MEDICAL FACILITY STAFF.
6. YOU SHOULD OBSERVE THE ENTIRE COLLECTION PROCEDURE. (THE COLLECTOR WILL CHECK THE SPECIMEN FOR VOLUME, TEMPERATURE, AND COLOR AND THEN SEAL THE BOTTLE.)
7. YOU SHOULD INITIAL THE IDENTIFICATION LABEL TO BE PLACED ON THE SPECIMEN BOTTLE TO CERTIFY THAT IT IS YOUR SPECIMEN.
8. THE RESULTS OF THE LABORATORY ANALYSIS WILL BE FORWARDED TO THE **COMPANY MEDICAL** REVIEW OFFICER. THE MRO WILL REVIEW THE LABORATORY RESULTS AND WILL THEN NOTIFY THE COMPANY IF A POSITIVE RESULT WAS DUE TO THE USE OF LEGITIMATE PRESCRIPTION MEDICINE, THEN THE MRO WILL REPORT THE TEST AS NEGATIVE.

## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of a copy of the Substance Abuse Policy.

My signature below signifies my agreement to cooperate and participate in the program, as it is a condition of my employment.

Print Name:

Signature:

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Date of Receipt:

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