

Drug-free Workplace

Location:
Effective Date:
Revision Number:1

Purpose

recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees. will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

To further this goal, has developed a Drug-free Workplace Policy effective . The program will consist of three components: Post-Offer Drug/Alcohol Screen, Reasonable Cause Drug/Alcohol Screen and Post-Incident Drug/Alcohol Screen. This policy applies to all candidates for employment as well as all current employees. This policy also serves to reinforce the 's intolerance for illegal drug use and working under the influence of alcohol.

Post-Offer Testing

believes accident prevention and a safe work environment begin with hiring. As such, all applicants offered employment will be required to undergo a Drug/Alcohol Screening. Employment is conditional on the results of the Drug/Alcohol Screen.

Procedure

Any applicant the Company hires will be directed to the proper clinic, at Company expense, to undergo a Post-Offer Drug/Alcohol Screen. The clinic will release the results to the Human Resources Manager, who in turn will notify the candidate of the results.

The test will consist of a breath alcohol test along with a urine analysis test for any non-prescribed illegal substances listed in Exhibit 'A' below.

Consequence

In the event the drug test comes back positive, the Medical Review Officer (MRO) will review the report and contact the applicant to determine if any extenuating circumstances, relevant at the time of the test, could have resulted in a false positive. The MRO will determine if the applicant will be re-tested. If any applicant tests positive with a blood alcohol level exceeding .02 or any non-prescribed illegal substance listed in Exhibit 'A', will withdraw their offer of employment. If any applicant refuses to submit to the tests, the offer will be withdrawn.

Reasonable Cause

reserves the right under all applicable laws to test any employee for alcohol and illegal drugs if the employee shows cause. Management, supervisors and lead personnel have been trained to identify symptoms of being under the influence of illegal drugs or alcohol.

Procedure

If a supervisor, manager or lead person identifies a problem, they will ask another supervisor/manager/lead person to confirm the reasonable cause. Both persons will then individually fill out a Reasonable Suspicion Report. After filling out the report and it is decided jointly that reasonable suspicion still exists, the employee will be escorted to a private area where the supervisor/manager/lead person will speak to the person confidentially. The employee will be given a chance to explain. If, after the explanation the supervisor/ manager/lead person believes the employee is unfit to perform his or her duties and reasonable suspicion for use of illegal drugs or alcohol still exists, the employee will be asked to go for a test. They will then be transported by to our designated testing facility.

The clinic or hospital will perform a breath alcohol test along with a urine analysis for the non-prescribed illegal drugs listed in Exhibit 'A' below.

Prepared by Brier Grievés Agency

This drug-free workplace policy is a guideline to reduce substance abuse in the workplace. It may not prevent substance abuse from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at Brier Grievés Agency or legal counsel to address possible compliance requirements. © Zywave, 2001, 2013-2014 Inc. All rights reserved.

Consequence

If the test comes back positive for illegal drugs, the employee will be immediately terminated. If the test comes back positive for an alcohol level exceeding .02 it will be grounds for disciplinary action up to and including termination. If the test comes back negative, the employee will be compensated for time off and return to normal work activities. If an employee is using prescription or over-the-counter medication, it will be 's decision if the employee is to go back normal work activities.

If an employee refuses to submit to the test, they will be considered insubordinate and it will be grounds for immediate termination. If an employee becomes hostile, law enforcement will be called in, and they will be considered insubordinate, which will be grounds for immediate termination.

Post-Incident Testing

This policy applies to all employees involved in a work-related or near miss incident. This policy also serves to reinforce the 's intolerance for illegal drug use and working under the influence of alcohol.

Procedure

Any employees involved in a work-related or near miss incident must inform a supervisor immediately. If the incident involved property damage or requires medical attention, the employee will be directed to receive treatment. In addition, if there seems to exist a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a breath and urine sample as soon as possible following the accident. If possible, this testing will be in conjunction with medical treatment. If drug testing takes place, the test results will be released to the Human Resources Manager. The test will look for the non-prescribed illegal substances listed in Exhibit 'A'.

Consequences

Any employee who tests positive for illegal substances will be terminated immediately. If the blood alcohol test comes back with an alcohol level exceeding .02, it will be grounds for disciplinary action up to and including immediate termination. In addition, an employee who refuses to submit to the testing procedure will be considered insubordinate and will be grounds for immediate termination.

EXHIBIT A: Non-prescribed illegal substances:

Amphetamines (Speed, pep pills)	Barbiturates (Depressants)
Benzodiazepines (Valium)	Cannabinoids (Marijuana)
Cocaine	Methadone (Morphine)
Methaqualone (Qualudes)	Opiates (Heroin)
Phencyclidine (PCP)	Porpoxyphene (Darvon)

This list is not definitive. All current illegal substances and any that may become illegal after this policy is enacted are considered to be within the scope of this policy.

Notice to Employees

The goal of 's Drug-free Workplace policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it while sending a clear message that illegal drug use and alcohol abuse are incompatible with working at .

All employees are expected to understand and actively participate in this program. encourages its employees to take a proactive approach in identifying potential problems or violations by promptly reporting them to their supervisor. It is the employee's responsibility to be aware of the following violations:

1. It is a violation of our policy for any employees to possess, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.
2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol--that is, with illegal drugs or alcohol in his or her body.
3. It is a violation of our policy for anyone to use prescription drugs illegally. It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify their supervisor if the prescribed medication will affect the employee's ability to perform their job.
4. Violations of this policy are subject to disciplinary action, which can take the form of a letter of reprimand, suspension from work without pay, even immediate dismissal.

If you have any uncertainty regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Drug-free Workplace Policy.

I have read and understand 's Drug-free Workplace Policy, and its requirements and expectations of me as an employee.

Employee Signature

Date

Supervisor's Report of Reasonable Suspicion

Employee Name:

Department:

Location:

Date of Observation:

Time: am/pm

OBSERVATIONS (check ALL that apply):

BEHAVIOR

- Stumbling, unsteady gait
- Drowsy, lethargic
- Agitated, anxious, restless
- Hostile, belligerent
- Irritable, moody
- Depressed, withdrawn
- Unresponsive, distracted
- Clumsy, uncoordinated
- Tremors, shakes
- Suspicious, paranoid
- Hyperactive, fidgety
- Inappropriate, uninhibited behavior
- Possessing, dispensing or using controlled substances or alcohol

APPEARANCE

- Flushed complexion
- Excessive sweating
- Cold, clammy sweats
- Unkempt grooming
- Disheveled clothing

Eyes:

- Bloodshot
- Tearing, watery
- Dilated pupils
- Constricted pupils
- Unfocused, blank stare

BODY ODORS

- Alcohol
- Marijuana

SPEECH

- Slurred, thick
- Incoherent
- Exaggerated enunciation
- Loud, boisterous
- Rapid, pressured
- Excessively talkative
- Nonsensical, silly
- Cursing, verbal abusiveness
- Inappropriate verbal response to questions or instruction

TEST DETERMINATION:

- Reasonable Suspicion: Alcohol Breath Test
- Reasonable Suspicion: Drug Urine Test
- No Test Required
- Employee Refused Test
- No Test Conducted (explain):

SUMMARY (note circumstances, employee response, other observations):

Supervisor Name

Signature