

Drug Free Workplace Policy

(Attachment F)

XXX is committed to providing a safe and drug-free work environment for our Consumers and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of XXX.

XXXX explicitly prohibits the use, possession, solicitation for or sale of narcotics or other illegal drugs, alcohol or prescription medication without a prescription on XXX premises, when using company vehicles or equipment and while conducting business related activities off XXX premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals.

XXX will conduct drug and/or alcohol testing under any of the following circumstances:

- **FOR-CAUSE TESTING:** XXX may ask an employee to submit to a drug and/or alcohol test at any time it determines there is a reasonable suspicion of working under the influence of alcohol or drugs. Testing must be based on objective facts or circumstances including but not limited to, aroma of alcohol on breath, directly observed using drugs or drinking alcohol, erratic/strange behavior in the workplace, self-disclosure of selling or taking drugs or alcohol, diversion of medications or upon verification of a drug or alcohol related conviction.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury in any way.

Testing may be ordered by a supervisor, department head, Human Resources Department, quality assurance director and/or executive director. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Corrective action may include actions up to and including termination, required participation in an evaluation by a Substance Abuse Professional and/or follow through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a required education/treatment program the employee may be subject to corrective action up to and including termination.

Any employee with questions or concerns about substance dependency or abuse, are encouraged to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employee Name Printed

Employee Signature

Date