

## **SUBSTANCE ABUSE POLICY**

**POLICY:** It is the policy of XX to provide an orderly and safe work environment for its employees and to be in compliance with the Drug-Free Workplace Act of 1988.

## **Substance Abuse Policy**

### **Purpose:**

xx is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. Furthermore, xx is committed to assuring its continued representation as a quality organization and provider of services. To achieve these goals, xx must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug-free work environment for the benefit of employees and clients of xx.

With respect to existing employees, the policy's objective is to eliminate substance abuse, not the substance abuser. To this end, xx is prepared to help and support all employees requesting assistance in dealing with drug or alcohol problems. No one will be disciplined for requesting assistance. The program will consist of referral to outside treatment or rehabilitation facilities, with the costs of treatment to be reimbursed in accordance with applicable benefit plans.

### **Procedures:**

#### **Policy Requirements**

1. The use, possession, sale, or transfer of an illegal drug by any employee on xx premises, in the performance of xx business, or at xx sponsored events, is strictly prohibited.
2. The use of any legally obtained drug by any employee while performing xx business or while on xx premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's job performance, or xx's regard or reputation in the community. Employees who have been informed or have discovered that the use of a legal drug may adversely affect job performance or behavior are to report such drug use and possible side effects to management.
3. The unauthorized use, possession, sale, or transfer of alcohol on xx premises is prohibited. The use of alcohol by employees while conducting xx business, attending xx-sponsored business or social functions, or otherwise representing xx off xx premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or xx's regard or reputation in the community.
4. The presence in specified amounts of any illegal drug or alcohol in an employee's system while on xx premises or while otherwise performing xx business is prohibited.
5. All test results, assistance requests, and treatment records will be maintained in files separate from the employee's personnel file and will be held in strictest confidence, disclosed only to those who have a legitimate and legal need to know such information.

## **Substance Abuse Policy**

### **Testing and Treatment**

1. Any employee involved in an on-the-job accident will be required to take a blood test, urinalysis, or other drug/alcohol test before returning to or resuming work for xx. An employee must complete the necessary drug information and consent forms prior to the testing.
2. xx is required to test for the use of alcohol and drugs upon reasonable suspicion. This is defined as behavior, speech, body odor, or the appearance of an employee while on duty which indicate the use of alcohol and/or drugs. Some behaviors that may be manifested include:
  - a. Drowsiness
  - b. Sleepiness or sleeping
  - c. Slurred or incoherent speech
  - d. Unusually aggressive behavior
  - e. Unusually depressive behavior
  - f. Unusual or rapid change of mood
  - g. Disorientation or inability to concentrate
  - h. Lack of coordination of walking or performing other tasks

### **Disciplinary Action**

1. Any violation of the policy requirements of the Substance Abuse Policy will result in discipline, up to and including discharge, even for a first offense.
2. The failure or refusal to complete the necessary paperwork, to submit to a drug test will be grounds for immediate termination.
3. All performance shortcomings, prohibited conduct, and attendance problems will result in discipline pursuant to xx's normal policies independently of any drug or alcohol implications or causes.