

DRUG AND ALCOHOL TESTING (REHABILITATION PROVISION)

PURPOSE: is committed to providing and maintaining a workplace that is safe and productive. To that end, Care Staffing Professionals does not tolerate the possession, sale or use of illegal drugs, the improper possession, sale or use of other controlled substances, or the possession, sale or use of alcohol while at work or engaged in work-related activities. In addition, employees are required to report to work able to competently and safely perform their job duties.

SCOPE: This policy applies to all Care Staffing Professionals employees.

POLICY STATEMENT: All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs (including marijuana, regardless of prescription) or other unauthorized or mind-altering or intoxicating substances while on Care Staffing Professionals property (including parking areas and grounds), or while otherwise performing their work duties away from Care Staffing Professional's premises. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana, regardless of prescription) and from having excessive amounts of otherwise lawful controlled substance in their systems.

This policy does not apply to the authorized dispensation, distribution or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

All employees are prohibited from distributing, dispensing, possessing or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of his or her job.

Prescription Drugs

With the exception of medically prescribed marijuana, the proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that may cause a risk of harm to the employee or to others in performing their job duties. It is each employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition that impairs the employee in the performance of his or her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his or her immediate supervisor.

Drug/Alcohol Testing

Applicants may be tested after they receive a conditional offer of employment from Care Staffing Professionals.

Employees may be required to submit to drug/alcohol screening whenever Care Staffing Professionals has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work related injury or accident.

In addition, employees in safety sensitive positions may be tested on a random or periodic basis and various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws.

Discipline

Violation of this policy or any of its provisions may result in disciplinary action up to and including termination of employment.

Enforcement

To enforce this policy, Care Staffing Professionals may investigate potential violations and require employees to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of Care Staffing Professionals' physical premises, including work areas, personal articles, employees' clothes, desks, work stations, lockers, and personal and company vehicles. Employees who refuse to cooperate with searches or investigations, refuse to submit to screening or fail to execute consent forms when required by Care Staffing Professionals will be subject to disciplinary action up to and including termination of employment.

Investigations/Searches

When a manager or supervisor has reasonable suspicion that an employee has violated this policy, the supervisor, or his or her designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, backpacks and other locations or articles without prior notice to ensure a work environment is free of prohibited substances. An employee may be asked to be present and remove a personal lock from a locker or locked container. A locked locker or container does not prevent Care Staffing Professionals from searching such article. Employees therefore should have no expectation of privacy for personal belongings brought onto Care Staffing Professionals premises and locked in a locker or locked container. When an employee is not present or refuses to remove a personal lock, Care Staffing Professionals may do so for the employee and compensate the employee for the lock.

What Happens When an Employee Tests Positive for Prohibited Substances

All employees who test positive in a confirmed substance test will be subject to disciplinary action up to and including termination.

Employee Assistance

Reference EPP 17 – Employee Assistance Program

Internet Links

National Suicide Prevention Lifeline (suicidepreventionlifeline.org)

Additional Resources

Also see:

- EPP 14 – Drug Free Workplace Act and Policy Proclamation
- EPP 17 – Employee Assistance Program