

Able2, Enhancing Potential, Inc

Reasonable Suspicion (Drug and Alcohol Violations at Work)

If you become aware of a situation where there is the suspicion of drug use (or impairment) with an employee, while the employee is working, please notify a supervisor, manager or AOC.

Once supervisor, manager or AOC is notified, implement the Reasonable Suspicion Screening Tool. This should be implemented in person.

However, if you are not on site and the situation would not be safe to await your arrival to the site, do the following:

- 1) Speak with subject individual, make them aware of the concern and direct them to a location within the site where they can await your arrival. Make them aware if they attempt to leave by driving themselves (before you are able to assess their condition) you will have to notify the police. Also make them aware if they do leave prior to your assessment they will be assumed Positive and it will be handled in accordance with policy for a positive test.
- 2) If you are able to confirm suspicion by phone (i.e. subject has admitted to being under the influence) you would move directly to the last part of the protocol, in terms of directing the employee to await transportation via family member, Uber, Taxi, etc. You should make it clear to them if they attempt to leave by driving themselves you will notify the police they may be driving under the influence.
- 3) In the case of the phone process where there is no supervisor on duty, stay in contact with the site so you can be made aware of any need for immediate notification to police and/or the person has left (called a ride, taxi, Uber).
- 4) Once on site, begin the process of completing the screening tool. If testing is indicated (and the person has not admitted impairment) you will need to make arrangements to have the person tested immediately. If the staff refuses, make the employee aware that a refusal is treated the same as a positive test. If refusing, ensure they leave the property safely (waiting for a family member to pick them up, taxi and/or Uber). You should make it clear to them if they attempt to leave by driving themselves you will notify the police they may be driving under the influence.

AOC, Managers, Supervisors, Directors should simultaneously (or directly following the encounter) consult with any of the following, in this order and based on availability: Associate Executive Director (s), Director of Personnel or Executive Director.

Arrange transportation to testing via a family member / friend to transport or, if that is not possible, you may need to call them a cab to get to the Arnot (Occupational Medicine- as arranged with HR during Normal Business Hours) or if after hours, via the Emergency Room. Note: If testing via the ER, complete the Testing Form- attached,

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and have employee take to the ER. Note: Petty cash can be use. DO NOT provide transport yourself or by asking co-workers.

Use of the Form for Testing in the Emergency Room

The person facilitating this send out will need to complete fields on the form including date, name, and check Non-DOT Urine Drug Screen - 10 Panel + extended opiates and non-DOT breath Alcohol Test.

Sign form with your title and Note the AOC phone number on the after-hours phone number line.

Wait with staff until their ride arrives.

Other Instructions to Employee

Make the employee aware that following testing, they are not to return to work until an Administrator or HR contacts them and that that will not be until the next business day. Make them aware they are free to pick up their vehicle at a later date, but they will not be welcome inside the building until we reach some final conclusion on testing.

Testing Results

HR will make contact with the employee following receipt of the test results. If employee was not impaired they will be allowed to return to work and will be paid for any time lost due to awaiting test results. If test results were positive, employee would not be paid for time lost and HR will follow the Drug and Alcohol Free Workplace policy to determine if the employee will be allowed to return to work and if so under what conditions.

Confidentiality

Ensure the employees confidentially at all time and as much as possible. Do not share results with persons who do not need to know. Documentation will be maintained in the employees Medical File in HR. Copies of drug testing result cannot be released.