

## **SUBSTANCE ABUSE 2.45**

### **I. PURPOSE**

Allied Services recognizes that alcoholism and drug addiction are medical and behavioral problems that can affect anyone, including Allied Services own employees. Substance abuse significantly hinders an employee's job performance, and inevitably results in reduced quality of work and output, impaired decision making, increased accidents and safety problems, absenteeism and tardiness and inappropriate conduct. Therefore, to help ensure a quality, cost effective care for our patients, residents, and clients, and a safe, secure, healthful work environment for our employees, Allied Services will work to create and maintain a workplace free of illegal and inappropriate use of drugs (as defined in the Fitness-For-Duty Policy #2.20) and alcohol. Our efforts encompass the following approaches:

Prevention: Using education and drug testing of prospective employees to prevent the occurrence or spread of alcohol and drug abuse among employees;

Rehabilitation: Seeking to identify and offering the opportunity to rehabilitate those employees who are addicted to or dependent upon alcohol or drugs through our Employee Assistance Program; and

Enforcement: Taking a strong stand against the unauthorized possession, use, or sale of alcohol or drugs in the workplace by enforcing Allied Services corrective action policies and, if necessary, involving appropriate legal authorities.

### **II. PREVENTION**

#### **A. Education**

Allied Services will provide or make available to employees information about dangers of substance abuse; the Corporation's substance abuse policy; employee assistance services the facility makes available to employees; and the workplace penalties that may be imposed on individuals who fail to successfully deal with their substance abuse problems.

#### **B. Pre-placement Screening**

Allied Services will not knowingly employ a person presently illegally using or abusing drugs or alcohol. Allied Services seeks to identify applicants with such problems through general reference and background checks and a post-offer, pre-placement drug screen urinalysis.

1. All job applicants who are interviewed for a position with Allied Services will be informed of Allied's Substance Abuse Policy during the interview, and told that any offer of employment will be conditional on successful

completion of a pre-placement drug test. Pre-placement drug testing will be carried out in accordance with the Pre-placement Drug Testing Procedure.

2. Should an applicant elect not to undergo a pre-placement drug test or if the applicant's confirmed test is positive, he/she will be ineligible for employment. The applicant may reapply for employment after at least a six (6) month hiatus, provided he/she provides to Allied Services and/or authorizes appropriate verification of his/her not having used and not using illegal drugs, and not having inappropriately used over-the-counter, prescribed or controlled substances.
3. No job offer will be considered final and no employee may begin working until he/she tests negative on the drug test.

### **III. REHABILITATION**

- A. Substance abuse is a treatable illness. As a health care institution, Allied Services is concerned for the welfare of any individual who, through testing is found to be, or who admits to being addicted to or dependent upon alcohol or drugs. We are committed to providing opportunities to help employees with substance abuse problems to correct them and to achieve a meaningful and productive life at work, at home, and in the community. Since substance abuse is not easily resolved and may require professional assistance and treatment, Allied Services provides its employees with access to an Employee Assistance Program (EAP).
- B. Performance Issues Related to Substance Abuse.
  1. Not all substance abusers are prepared to admit or are willing to work toward resolution of their abuse. Without assistance, the problem typically progresses until it affects job performance, attendance and on-the-job conduct. Allied Services will take corrective action, including termination of employment, to assure a safe working environment and provision of quality care.
  2. When a supervisor encounters deteriorating performance and/or unfavorable changes in an employee's conduct or attendance record, he/she should discuss these problems with the employee to try to determine their causes and possible solutions. Supervisors will be trained to detect and address potential substance abuse problems. Human Resources will be available to assist supervisors with such issues.
- C. Fitness for Duty Referral

1. An employee reasonably suspected by Allied of working under the influence of alcohol or drugs, will be referred to the appropriate divisional Health and Safety Nurse or to other designated personnel for a Fitness-For-Duty Evaluation. The referral and evaluation, and potential return to work will be carried out in accordance with Human Resources Fitness-For-Duty Policy #2.20, and the Fitness-For-Duty Drug Testing Procedure.
2. If a future random test is also positive, the individual's employment will be terminated immediately.
3. As a condition of employment, employees going through or having completed a rehabilitation program are required to achieve and maintain a satisfactory level of job performance, personal conduct, and attendance. Failure to do so will result in corrective action up to and including termination of employment.

#### D. Rehabilitation

1. Upon a first positive drug test, the employee will be referred to the EAP for an evaluation. Upon an employee's admission to a substance abuse problem, and/or if otherwise recommended by the EAP, the employee will be offered the opportunity to participate in a substance abuse rehabilitation program.
2. Rehabilitation is the responsibility of the employee. If an employee rejects the opportunity for rehabilitation or leaves a treatment program prior to its successful completion, employment will be immediately terminated.

### IV. ENFORCEMENT

- A. Reporting to work under the influence of alcohol or drugs, or the unauthorized use or possession of either on Allied Services property or while on Allied Services business, will subject the employee to discipline up to and including immediate termination of employment.
- B. The sale, trade, or delivery of an illegal drug, or improper sale, trade, or delivery of prescription drugs or alcohol, on Allied Services property or while on Allied Services business is prohibited and is cause for immediate termination of employment. Allied Services will, at its discretion, refer instances of the sale, trade, or delivery of illegal or prescription drugs to the proper legal authorities.
- C. Allied Services will notify and cooperate with law enforcement officials, including private investigation, if reasonable information indicates the presence of illegal drugs on Allied Services property or involvement of an Allied Services employee in illegal drug activity.

- D. Allied Services reserves the right to search personal property on or at the workplace, (including but not limited to cars, lockers, desks, purses, brief cases, lunch boxes, etc.), when there is reasonable suspicion of alcohol or illegal drugs. An employee who refuses such a search is subject to immediate termination of employment.