



# Standard Operating Procedures (SOP) Administration

<b>Page #</b>	1 of 6	<b>Date Last Reviewed/Updated</b>	10-31-16
<b>Title of SOP Author</b>	Janet A. Phillips	<b>Date of ED Approval</b>	10-31-16

<b>Policy</b>	<b>DRUG AND ALCOHOL ABUSE</b>
<b>Purpose</b>	YVEDDI will promote and maintain a work place free of illegal drugs and alcohol. The unlawful use, possession, sale, purchase, manufacture, distribution, transfer or consumption of alcohol and all illegal drugs, including legally regulated drugs is strictly prohibited. YVEDDI maintains a zero tolerance for drug or alcohol use and/or abuse for the safety of employees and consumers.
<b>References</b>	Human Resource Policies Manual / Drug and Alcohol Abuse
<b>Scope</b>	All employees are subject to random drug and alcohol testing and criminal records checks. Successful candidates for employment must pass a pre-employment drug screening prior to beginning employment. YVEDDI maintains a zero tolerance for drug or alcohol abuse.
<b>Definitions</b>	Urine drug screen is defined as either a 5 panel or 10 panel drug test. CDL: Commercial Driver's License DOT: Department of Transportation
<b>Procedure</b>	<p>A urine drug screen shall be administered under the following circumstances.</p> <ol style="list-style-type: none"> <li>1. Pre-employment Drug Screening: All potential employees must submit to a urine drug screen no later than the commencement of employment. Pre-employment drug screening will test for the presence of illegal drugs and substances and illegal use of prescription drugs. Potential employees who refuse to submit to this test will not be permitted to work for the Agency.</li> <li>2. Random Drug Testing: Existing employees are subject to random drug and alcohol testing and criminal records checks. Transportation employees and those requiring a CDL will be randomly screened at 10% per year. All licensed CDL drivers are subject to the DOT guidelines.</li> <li>3. Reasonable Suspicion testing: All employees may be tested for cause when reasonable suspicion exists that the employee appears to be under the influence of illegal drugs or illegally using prescription drugs, synthetic drugs and/or alcohol.</li> <li>4. Causal/Incident Related: All employees who are involved with, or may have contributed to, an incident that results in property damage/personal injury that requires medical treatment are required to submit to a drug screen/alcohol test.</li> </ol>



# Standard Operating Procedures (SOP) Administration

<b>Page #</b>	2 of 6	<b>Date Last Reviewed/Updated</b>	10-31-16
<b>Title of SOP Author</b>	Janet A. Phillips	<b>Date of ED Approval</b>	10-31-16

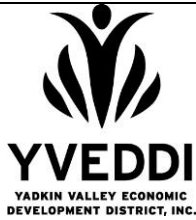
**PRE-EMPLOYMENT SCREENING:** All potential employees are required to be drug tested prior to beginning employment. If a potential employee test positive all employment offers are terminated immediately. The individual will not be eligible for employment for one year. If hired later by the employer, and contingent on a negative drug screen, the employee may be tested periodically without notice for a period of one year from the hire date.

**RANDOM DRUG TESTING:** The Agency reserves the right to require its employees to present themselves for random, unannounced testing. The agency randomly selects employees to be tested by an objective procedure. Upon anonymous selection the company will notify the employee(s) to report immediately for drug tests. Any employee may be selected for random testing and could be selected for testing more than once in a year.

- After the computer has made its random selection the Human Resources Director will prepare a list of selected employees by program. Human Resources will give an advance copy of the list to each department head. The list must be kept confidential.
- Supervisors will contact their selected employee(s) and send them for the test. Employees may not be given more than a 1 hour notice to test.
- Supervisors can have the option of sending their selected employee to: 1. YVEDDI Kitchen Test Site, or to 2. Unique Background Solutions office in Mount Airy. This option is recommended for employees who work in or near Mount Airy.
- Patience and cooperation is needed as we work together to keep a steady flow of employees going to the testing area.
- Refusal to test is a serious breach of conduct and must be reported to the Human Resources department immediately.
- Any positive test results will be brought to the attention of the Supervisor and HR for action.
- If a selected employee is absent on test day, the department head must report it to the HR department, who will draw an alternate from the computerized list.

**REASONABLE SUSPICION:** Supervisors should learn to recognize the warning signs of substance abuse that might enable you to take appropriate action, However, keep in mind that the appearance of one isolated sign or symptom is usually not enough to warrant a substance abuse charge. It's important to realize that these symptoms can also be signs of other underlying problems, such as certain medical conditions:

- **Poor Mood:** Changes in mood are usually key signs of substance abuse issues. While everyone experiences occasional moodiness or feels depressed, people with substance abuse

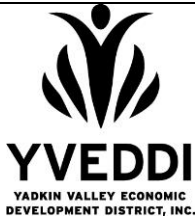


# Standard Operating Procedures (SOP) Administration

<b>Page #</b>	3 of 6	<b>Date Last Reviewed/Updated</b>	10-31-16
<b>Title of SOP Author</b>	Janet A. Phillips	<b>Date of ED Approval</b>	10-31-16

problems often display dramatic mood changes that deviate from their normal everyday workplace behavior. According to Shepell FGI, a Canadian Employee and Family Assistance Program, mood changes that are often associated with substance abuse include irritability, depression, paranoia and being withdrawn or, contrarily, being more talkative than usual, especially after lunch breaks.

- **Decreased Productivity:** A decrease in productivity and efficiency is another potential warning sign of employee substance abuse, according to the National Institute on Drug Abuse. An employee with a substance abuse problem might slack off, stop meeting deadlines, experience a decrease in output or display a dramatic change in overall job performance. He might spend more time on non-work related activities, seem to have more downtime, take long bathroom breaks or trips to step outside, or even sleep on the job.
- **Absenteeism and Tardiness:** Calling in sick due to substance abuse or alcoholism can occur at any time during the week, but it seems to be more common on Monday mornings. Employees with substance abuse problems might also frequently show up late, leave early or come in to work with a hangover. They tend to experience more job turnover as a result of absenteeism or overuse of sick time in previous jobs. According to the Substance Abuse and Mental Health Services Administration, employees with substance abuse issues were more likely to report frequent job changes in the past year.
- **Physical Changes:** In addition to the behavioral symptoms, you can also spot potential substance abuse by observing physical symptoms and changes. For example, you might notice that an employee's eyes are bloodshot or that his breath smells like alcohol. He might experience a dramatic weight gain or weight loss in a short period of time. He might appear to have lost interest in personal care and show up to work looking sloppy and poorly dressed. In more serious cases, you might also observe physical tremors, loss of coordination or slurred speech.



# Standard Operating Procedures (SOP) Administration

<b>Page #</b>	4 of 6	<b>Date Last Reviewed/Updated</b>	10-31-16
<b>Title of SOP Author</b>	Janet A. Phillips	<b>Date of ED Approval</b>	10-31-16

## INTERVENTION GUIDELINES:

When in the judgment of the supervisor, in consultation with Human Resources, a determination is made that there is unauthorized use or possession of alcohol, controlled substances or the use or possession of illegal drugs, or if behavior or work performance of an employee gives rise to performance related concerns that may indicate a need for drug/alcohol testing or some other action, the following procedure should be used.

- A. The supervisor should notify Human Resources for consultation prior to any action being taken. Human Resources will recommend an intervention meeting. The intervention meeting includes the following steps:

- Inform the individual of the policy.
- Relieve the individual of assigned duties, and
- Advise the individual of the reason for concern.

The impact of the problem on job performance, including interpersonal interactions affecting the workplace should be documented.

Examples include:

- Unusual or erratic behavior
- Reports of unauthorized drug and/or alcohol use on the job
- Other behavior to warrant reasonable suspicion

- B. After consultation with the Human Resources department the employee is referred for immediate drug/alcohol testing. Examples of reasons for referral include the following:

- Behavior that is erratic or abnormal
- Knowledge or indication that an employee is currently involved in drug related activity
- Sleeping that is related to drug intake
- Disclosure by the employee of use

When reasonable suspicion is drug screen warranted, the supervisor is required to arrange transportation for the employee.

- C. Pending test results, the supervisor should place the employee on paid administrative leave.

- D. If employee refuses to be escorted or tested, the supervisor must first relieve the employee of his/her duties by placing him/her on paid



# Standard Operating Procedures (SOP) Administration

<b>Page #</b>	5 of 6	<b>Date Last Reviewed/Updated</b>	10-31-16
<b>Title of SOP Author</b>	Janet A. Phillips	<b>Date of ED Approval</b>	10-31-16

Administrative Leave and contact Human Resources for the appropriate disciplinary action up to and including termination. Drug and alcohol testing is only one factor to be considered in making a decision.

- E. Being unfit for work because of alcohol/illegal use or possession of a controlled substance or other violations of this policy may subject the employee to disciplinary action up to and including termination.
- F. YVEDDI EMPLOYEES arrested or convicted under any criminal drug statute are required to disclose immediately upon return to work on the next business day of the arrest or conviction. Any individual so arrested or convicted or who fails to report the arrest or conviction may be subject to disciplinary action up to and including termination of employment.

**POST ACCIDENT DRUG TESTING:** All employees who are involved with, or may have contributed to, an incident that results in property damage/personal injury are required to submit to a drug screen/alcohol test immediately

**CONFIDENTIALITY:**

Employee information, including drug screen results and rehabilitation programs, will be treated as medical records and will remain strictly confidential following guidelines for patient confidentiality. Employee requests to release the results of drug screens to any party outside the company must be made in writing and given to the employee's immediate supervisor.