### Purpose

Alcohol and drug abuse ranks as one of the major health problems in the United States. Our employees are our most valuable resource, and their safety and health is of paramount concern. We are committed to providing a safe working environment to protect our employees and others; to provide the highest level of service; and to minimize the risk of accidents and injuries

### General Policy

### Each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs, or alcohol can impair your reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, we have adopted a policy that all employees must report to work and remain completely free from the presence of drugs and the effects of alcohol.

### Drug Use/Distribution/Possession/Impairment

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on Clinic property (including parking areas and grounds), or while otherwise performing their work duties away from the Clinic. 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, 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 or health maintenance plan as prescribed by a physician.

### Alcohol Use/Distribution/Possession/Impairment

### All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, all employees are prohibited from having alcohol in their system while at work or on duty.

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### Off-Duty Conduct

### Off-duty possession, use, sale, or purchase of mind-altering substances and off- premises alcohol abuse is also prohibited to the extent permitted by law. Alcohol abuse for the purpose of this off-duty conduct rule includes unruly behavior by an employee that may tend to harm the reputation of the Clinic.

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### Prescription Drugs

### 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. In addition, employees can report the use of prescription or nonprescription drugs that may affect drug tests by completing a written consent form. It is the employee's responsibility to determine from his/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 which impairs the employee to perform their 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 their immediate supervisor.

### Who is Tested?

The Hospital/Clinic shall conduct drug tests in the following circumstances:

Application for Employment

Job applicants must submit to a drug test. Refusal to submit or a positive confirmed drug test may be used as a basis for refusal to hire the applicant.

Reasonable Suspicion

Employees may be required to submit to drug/alcohol screening whenever Clinic supervision has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may arise from supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, after any disappearance of Clinic or patient drugs*,* results of searches or other detection methods, or involvement in a workplace or vehicular accident, among other factors.

On a Random or Periodic Basis

All employees are equally subjected to the possibility of being requested to submit to random or periodic testing as a means of achieving our business necessity for a drug-free workplace.

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### Discipline

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

### Enforcement Policy

In order to enforce this policy and procedures, Clinic may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests, or other appropriate tests and, where appropriate, searches of all areas of the Clinic's physical premises, including, but not limited to, work areas, personal articles, employees' clothes, desks, work stations, lockers, personal and Clinic vehicles, etc. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, to submit to screening, or for failing to execute consent forms when required by supervision.

### Investigations/Searches

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and to remove a personal lock. The employee is hereby notified that locked areas or containersdo not prevent a search and, thus, employees should understand there is no expectation of privacy on Clinic premises. Where the employee is not present or refuses to remove a personal lock, the Clinic may do so for him or her, and compensate the employee for the lock. Any such searches will be coordinated with a representative of management. The Clinic may use unannounced drug detection methods.