



## **DRUG AND ALCOHOL POLICY**

CORE prohibits all individuals from possessing, using, consuming or distributing illegal drugs or alcoholic beverages on CORE owned or leased property. This prohibition does not apply to the serving of alcohol at functions authorized by Administration. Additionally, all employees and contractors are required to be drug-free and not under the influence of alcohol and/or drugs while on CORE grounds and its contracted facilities. CORE Administration reserves the right to employ all reasonable means, including the use of alcohol or drug screen tests, to protect its employees and to ensure compliance with policies and procedures. Pre-employment drug screens will be administered as a routine part of the pre-employment assessment. Drug testing will also be done when there are facts suggesting an impairment or impaired performance, and when an employee is selected for testing in the Random Drug Screen Program.

### PROHIBITED ITEMS AND SUBSTANCES

For the purpose of this policy, prohibited drug and alcoholic substances include alcoholic beverages (in any form), any illegal drugs (any non-prescribed controlled substances as defined by 21 USC 3812, Schedules I, II, III, IV, and V, which includes, but is not limited to, drugs, such as opiates, narcotics, marijuana, hashish, cocaine, and other controlled, prescription substances, and paraphernalia related to illegal drugs or substance use).

CORE performs a 5 panel drug screen consisting of:  
Amphetamines, benzococaine-cocaine metabolite, marijuana metabolite, opiates and phencyclidine.

### CORE PREMISES

CORE property covered by this policy includes property of any nature owned, controlled or used by CORE or its affiliates, including but not limited to parking lots, vehicles, offices, desks, and lockers.

### PRESCRIBED DRUGS

Employees may maintain prescription drugs on CORE premises with the condition that the drugs have been prescribed by a physician for the person in possession of the drugs, and the employees supervisor has been informed of the need to take drugs prior to on-the-job use. Such drugs must be kept in their original container. An employee may be requested to provide sufficient documentation regarding their usage of a particular drug if the drug has the potential of causing an impaired ability to perform the job. CORE at all times reserves the right to have a licensed physician determine if the use of a prescribed drug or medication by an employee produces effects which may increase the risk of injury to the employee during the period that the physician advises that the employee's

ability to perform his/her job safely may be adversely affected by consumption of such medication.

## ADMINISTRATION OF POLICY

CORE Human Resources is responsible for coordinating the enforcement of this policy. All questions regarding enforcement of this policy should be directed to the Managing Partner.

## POLICY ENFORCEMENT

In order to ensure compliance with this policy, an employee may be required to undergo a urinalysis test under the following circumstances:

1. Alcohol or drug screen tests will be administered prior to employment;
2. As part of the Random Drug Screen Program;
3. Following any work-related accident;
4. “For Cause” testing at any time during employment; or
5. Following a leave of absence, re-hire after lay-off, or any interruption in work in excess of twelve weeks.

Cause exists whenever there are facts and circumstances suggesting to anyone an impairment or an impaired ability to perform, whenever an employee is found to have violated safety rules and practices, excessive absences, and whenever an employee experiences an on-the-job injury. Physical exams may be limited to alcohol or drug screening at the discretion of CORE management. Failure to take an alcohol or drug screen test when required, or to comply with a search, medical evaluation, or investigation related to a violation of policy, may result in disciplinary action up to, and including, discharge.

## FACETS OF ALCOHOL & SUBSTANCE ABUSE PROGRAM

In addition to the general procedures, the following are specifically related to each facet of CORE alcohol and substance abuse programs.

### **Pre-Employment Testing**

The Human Resources department will notify all potential employees of the existence and requirements of the Alcohol and Substance Abuse Policy as a prerequisite for employment. During the pre-employment assessment process, candidates will sign a consent and release form to be drug screened. Refusal or failure to submit to a drug screen collection prior to the potential employees start date will render the candidate ineligible for employment. Candidates for employment who are confirmed positive may reapply within 30 days. If at that time the candidate again tests positive, he will be denied employment and may reapply one year following test date. Designated collection

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personnel will prepare a Chain of Custody/Test Requisition form that will be coded with the candidates' identification. The laboratory will only accept requests for drug screen testing when the appropriate Test Requisition forms have been completed. The laboratory will take possession of the Test Requisition form and initiate all activities associated with the drug screen testing program in accordance with their departmental policy.

## **Random Drug Testing**

All CORE employees will be subjected to random testing. As a condition of their employment, employees must abide by this policy and consent, when asked, to submit to urine drug testing to determine compliance with this policy. Employees who refuse to consent or cooperate in the administration of such testing are subject to discipline, up to and including termination. When notified on a random basis, employees must submit to the test within their working shift.

Employees who are positive on drug screening are placed on administrative leave without pay pending confirmation of results. If the screen does not confirm positive, Human Resources will begin the process to reinstate the lost pay. All actions taken under the authority of this policy will be treated with confidentiality. Information related to test results will be communicated on a strict "need-to-know" basis. Discussion and counseling with employees will be conducted in a private and confidential manner in accordance with current counseling protocol. Negative and positive drug screens are maintained in the employee health files.

## **Post-Accident Testing**

Physical examination including alcohol and/or drug screening tests will be administered after any work-related injury (Whether or not the injury requires treatment). The physical exam may be limited to alcohol and/or drug screening at the discretion of CORE management. After consent has been obtained, post-accident specimens will be taken in the Emergency Care Unit (ECU) if the injury requires treatment. If an accident does not require ECU treatment, the post-accident specimen will be taken in the Occupational Health Clinic (OHC).

An employee whose drug/alcohol screen is positive will be immediately removed from the work area and will be suspended without pay until confirmatory results are received and reviewed. Screening and confirmation results will be reported to the Workers' Compensation Claims Coordinator. All positive screens required confirmatory testing at an outside laboratory. Confirmed positive results are also referred to the medical review officer (MRO).

### **For Cause Testing**

Cause exists whenever there are facts and circumstances suggesting an impairment or an impaired ability to perform. An employee who demonstrates an impaired ability to perform his/her job duties due to suspected alcohol/drug use or suspected violation of this policy, or an employee who, based upon facts and circumstances, demonstrates an impaired condition due to alcohol/drug use, will be dealt with promptly by his/her supervisor. The steps of the investigation noted below are subject to modification by the supervisor, or Managing Partner to uphold the best interests of CORE. If an employee appears, in the sole judgment of the supervisor, to be harmful to self or others, he/she should be removed from the situation immediately and not be allowed to return to work until the investigation is complete. The employee may be transported home by CORE. The Managing Partner or his designee (if an accident occurs on an alternate shift) should be notified immediately. The designee will direct the supervisor and the lab on how to proceed with the for cause testing.

The employee is brought to the occupational health clinic and, after consent is obtained, submits to required testing. Pending the results of these tests (screens and/or confirmation), the employee is suspended without pay upon Human Resources direction. Employees sent home for a violation of this policy may be offered transportation assistance. Confirmed positives are referred to the MRO for evaluation. If the screen does not confirm positive, Human Resources will begin the process to reinstate lost pay.

If the employee is not terminated as a result of a positive for cause test, he/she will be required to undergo a substance abuse evaluation and will be required to provide Human Resources with properly executed release of information forms. However, in the event of non-compliance by the employee with the rehabilitative component of this program, disciplinary action will be pursued up to and including termination. Administration may also review all other pertinent factors in determining what action will be taken.