



POLICY AND PROCEDURE ON ALCOHOL AND DRUG ABUSE

A. OBJECTIVE

The purpose of this procedure is to set forth general guidelines to be followed in implementing **ATLANTIC WORKFORCE** (the company) drug and alcohol abuse program as it applies to employees. The company has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of its employees, clients, and the public. The use of performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses.

To ensure a safe and productive work environment, employees are prohibited from:

- A) Unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances, or misusing or abusing prescribed or over-the-counter drugs.
- B) Having present in their bodies detectable levels of illegal drugs during working hours.
- C) Violating a federal or state law relating to drugs.
- D) The exception to this policy is the authorized possession, use and transportation of drugs prescribed by a physician and used according to prescription instructions, unless such use would pose a safety risk to the employee, other employees or the public.

B. PROCEDURE

General

The company has a strong commitment to providing a safe work place and establishing programs promoting high standards of employee health and safety. All employees are encouraged to report drug abuse or impairments to fitness for duty.

While the company has no intention of intruding into the personal lives of its staff, it is recognized that serious involvement with drugs or alcohol off the job eventually takes a toll on job performance. Employees having a drug or alcohol problem are strongly encouraged to seek assistance through an outside rehabilitation or counseling service.

Company Policy on Illegal Drugs and Alcoholic Beverages

The following definitions are applied when referenced in this policy.

Definitions

- **DRUG:** Any substance that has known mind or function altering effects on a person, including psychoactive substances prohibited or controlled by federal or state controlled substance laws.
- **PRESCRIBED DRUGS:** Any substance prescribed for use by the employee by a licensed medical practitioner.

Illegal Drugs

The possession, sale or use of illegal drugs is inconsistent with the company's objective of operating in a safe and efficient manner. Accordingly, no member, employee, agent or contractor shall use, or have in his or her possession, illegal drugs during working hours or on company property at any time. Additionally, no member, employee, agent or contractor shall report to work while under the influence of illegal drugs. The services of any employee who engages in such conduct will be subject to disciplinary action up to and including discharge, according to vested authority. The only exception is the taking of prescribed drugs under the direction of a physician.

The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action up to and including termination of employment.



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Alcoholic Beverages

The use of alcoholic beverages by employees or contractors engaged in the construction, operation or maintenance of the company's facilities is inconsistent with the objective of operating in a safe and efficient manner. No member, employee, agent or contractor shall report to work under the influence of alcoholic beverages. Employees in violation of this policy will be subject to disciplinary action up to and including termination of employment, according to vested authority.

Use of Prescription Drugs

In the event an employee is under the care of a physician and is taking prescribed medication that might impair the ability to perform a job safely, the employee must notify management in advance of starting work. It is at management's discretion as to whether the employee may continue to perform the normal assigned duties or be designated non-safety-sensitive duties (if available) until the employee provides a physician release to perform normal duties.

Drug and Alcohol Testing

Applicants Considered for Employment

- Each applicant for a position in the company will be subject to the company's substance abuse policy.
- All offers of employment to applicants will be contingent upon the applicant passing a drug test in accordance with the company's policy.
- Applicants will be requested to sign a consent release form authorizing the clinic to perform the drug test and submit the results to the company.
- Applicants who refuse to sign the consent release form or who show traces of illegal drugs will not be considered for employment for a period of six months. Applicants who reapply for employment after the six-month period will again be asked to sign a consent release form and be required to successfully pass a drug test.
- Applicants will be given only one valid drug test within a six-month period.
- Positive results from the drug test will be communicated only to the applicant by the company.

Fitness for Duty - For Cause

- Employees whose performance indicates that they are unfit for duty and possibly abusing drugs or alcohol may be subject to a drug or alcohol screening test by a company-designated clinic.
- Employees who are requested to submit to a drug or alcohol test will be asked to sign a consent release form authorizing the clinic to conduct the test. The consent release form will be supplied by the treating physician or clinic.
- Employees who refuse to sign a consent release form or who are identified as having prohibited substances in their system may be disciplined up to and including discharge, according to vested authority.
- Employees suspected of being unfit for duty will be escorted by a supervisor or designated company representative to the authorized testing location. The employee's cooperation with the escort and the collection procedures will be required.



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Fitness for Duty - Routine

This is when a substance abuse test is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group (i.e., CDL license holders).

Post-Accident

- Any employee injured on the job, where outside medical treatment is needed, will be tested for drugs/alcohol. Positive test results subject the employee to possible termination and in some states, may result in denial of the Worker's Compensation claim.
- Employees involved in an accident or safety-related incident of any kind while in a company vehicle, while on company time or on company property, will be subject to a drug test. The company may require an employee who contributed to an accident to be tested if there is reasonable cause to believe that the accident may have resulted from the use of drugs.
- Employees who refuse to sign a consent release form or who are identified as having prohibited substances in their system may be disciplined up to and including discharge, according to vested authority.
- **The employee has the right to request a second test, if first test is positive. If second test is positive, employee shall pay for its costs. If negative, the company shall pay for both tests, and results of second test will be considered valid.**

Employees Returning After an Absence of 45 Days or More

- Employees returning from leaves of absence may be subject to a drug test if they have given management a reason to suspect possible illegal drugs and/or alcohol abuse. Possible reasons to suspect substance abuse include, but are not limited to:
 - A history of documented excessive absenteeism not related to a specific illness.
 - Documented evidence of deteriorating job performance
 - Documented history of aberrant behavior
 - Documented involvement with drugs off the job
- A positive result from the drug test will result in the employee being required to seek rehabilitation or being disciplined, according to vested authority. The employee may be subject to further tests.
- Failure of the employee to enroll or participate in a recognized rehabilitation program at the request of the company will result in the employee being disciplined up to and including discharge, according to vested authority.
- Employees who refuse to submit to a drug test or who are identified as having prohibited substances in their system may be disciplined up to and including discharge, according to vested authority.
- This is also part of a follow-up program to treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing shall be a minimum of at least once a year for a two-year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.



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Random/Periodic Testing

- The company, at its discretion, may institute a program of random testing of current employees. This program may include testing of all personnel at a jobsite or a random selection program of individuals throughout the year.
- If selected for a random test, the employee must go immediately to the collection area and submit a sample for drug testing.
- Refusal to submit a sample or to properly complete documentation for a random test will be considered a refusal to test, which will require discipline up to and including termination.

Testing Procedures

Each applicant for a position in the company will be subject to the company's substance abuse policy. In-house testing will be done. If an applicant tests positive, then the applicant will be sent to a laboratory that is license or certified by the U.S. Department of Health and Human Services. The name and address will be added as an addendum at the end of this policy, based on office location, etc.

We will use a certified medical review officer (MRO) to interpret drug test results. The MRO will contact the donor who has a confirmed positive test result before reporting the results of the test to us. If the donor has a plausible explanation for the test result showing positive (i.e., legal use of prescription or nonprescription medication), as determined by the MRO, the MRO will report the test result as negative to us. The name and address will be added as an addendum at the end of this policy, based on office location, etc.

Confidentially

All test results will be kept in strict confidence. Only those persons authorized to receive results from the laboratory will be allowed to discuss the results with the supervisor or the employee. Individuals within the company will be notified of the results on a limited need-to-know basis. No test results shall appear in a personnel folder. Information of this nature will be included in a medical file. Drug test results will be released to a decision maker in a lawsuit, grievance or other proceeding (such as for a worker's compensation or unemployment insurance claim) initiated by or on behalf of the donor.

Penalties

Any employee who violates this substance abuse policy shall be subject to discipline up to and including termination. Nothing in this policy changes the at-will employment relationship, and employees may be terminated at any time, with or without cause or notice.

Referrals (Employee Assistance Program or EAP)

An employee who tests positive for alcohol or controlled substances and is allowed to continue employment with the company is required to be evaluated by a substance abuse professional. Employees who are referred to a treatment program must be re-evaluated following completion of the program to determine if the rehabilitation program was successful, undergo a controlled substance test with a negative result and test at less than 0.02 for the presence of alcohol, and are subject to a minimum of six unannounced follow-up tests over the following twelve months.

Covered employees who test positive for alcohol or controlled substances will be provided a referral source for substance abuse professionals, counseling centers and treatment programs.



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Most group health insurance programs provide EAP to members. However if you are not a member of a group health insurance program, there are outside resources available to you. Costs of EAP can vary and are your responsibility. Below are local EAP resources available in the area:

- Georgia Employee Assistance Professionals Assoc. (EAPA) (404) 621-5834 Treatment centers, private therapists and Georgia Addiction Counselors Association
- Georgia 24 Hour Helpline 1-800-338-6745
- The Council on Alcohol and Drugs, Inc. (770) 239-7442
- Local Chapters (usually meet at a local church or government building, check the telephone book for numbers) of Alcoholics Anonymous, Cocaine Anonymous or Narcotics Anonymous.
- Private provider: Concerned Associates 1-866-903-6000
<http://www.concernedassociates.com/privatecoun.html>
- Georgia Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD).
<http://mhddad.dhr.georgia.gov/portal/site/DHR-MHDDAD/>

NOTE: This section needs to be revised for states other than Georgia.

Commonly Tested Drugs:

The tables below are compiled from public-domain information in the Mandatory Guidelines for Federal Workplace Drug Testing Programs. They are for urine analysis of the commonly-abused types of drugs known as the "SAMHSA Five."

Initial Drug Cutoff Levels	
Drug	Nanograms per Milliliter (ng/ml)
Marijuana metabolites	50
Cocaine metabolites	150
Opiate metabolites ¹	2000
Phencyclidine (PCP)	25
Amphetamines ²	500
¹ Labs are permitted to initial test all specimens for 6-acetylmorphine at a 10 ng/ml cutoff	
² Target analyte must be d-methamphetamine and the test must significantly cross-react with MDMA, MDA, and MDEA	



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Confirmatory Drug Cutoff Levels	
Drug	Nanograms per Milliliter (ng/ml)
Marijuana metabolite ¹	15
Cocaine metabolite ²	100
<i>Opiates</i>	
Morphine	2000
Codeine	2000
6-acetylmorphine ⁴	10
Phencyclidine (PCP)	25
<i>Amphetamines</i>	
Amphetamine	250
Methamphetamine ³	250
MDMA	250
MDA	250
MDEA	250
¹ Delta-9-tetrahydrocannabinol-9-carboxylic acid ² Benzoylcegonine ³ Specimen must also contain d-amphetamine at a concentration \geq 100 ng/ml ⁴ Labs test for 6-acetylmorphine when the morphine concentration exceeds 2,000 ng/ml	

Drug Abuse: Names, Uses, Routes of Administration and Detection Time Limits:

Commonly Abused Drugs					
Substance	Proprietary or Street Names	Medical Uses	Route of Administration	*DEA Schedule	Drug Detection Times
<i>Stimulants</i>					
Amphetamine	Biphentamine, Dexedrine; Black Beauties, Crosses, Hearts	Attention deficit hyperactivity disorder (ADHD), obesity, narcolepsy	Injected, oral, smoked, sniffed	II	1-2 days
Cocaine	Coke, Crack, Flake, Rocks, Snow	Local anesthetic, vasoconstrictor	Injected, smoked, sniffed	II	1-4 days
Methamphetamine	Desoxyn; Crank, Crystal, Glass, Ice, Speed	ADHD, obesity, narcolepsy	Injected, oral, smoked, sniffed	II	1-2 days
Methylphenidate	Ritalin	ADHD, narcolepsy	Injected, oral	II	1-2 days
Nicotine	Habitrol patch, Nicorette gum, Nicotrol spray, Prostep patch; Cigars, Cigarettes, Smokeless tobacco, Snuff, Spit tobacco	Treatment for nicotine dependence	Smoked, sniffed, oral, transdermal	Not Scheduled	1-2 days



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Commonly Abused Drugs					
Substance	Proprietary or Street Names	Medical Uses	Route of Administration	*DEA Schedule	Drug Detection Times
<i>Hallucinogens and Other Compounds</i>					
LSD	Acid, Microdot	None	Oral	I	8 hours
Mescaline	Buttons, Cactus, Mesc, Peyote	None	Oral	I	2-3 days
Phencyclidine & Analogs	PCP; Angel Dust, Boat, Hog, Love Boat	Anesthetic (veterinary)	Injected, oral, smoked	I, II	2-8 days
Psilocybin	Magic Mushroom, Purple Passion, Shrooms	None	Oral	I	8 hours
Amphetamine variants	DOB, DOM, MDA, MDMA; Adam, Ecstasy, STP, XTC	None	Oral	I	1-2 days
Marijuana	Blunt, Grass, Herb, Pot, Reefer, Sinsemilla, Smoke, Weed	None	Oral, smoked	I	1 day - 5 weeks
Hashish	Hash	None	Oral, smoked	I	1 day - 5 weeks
Tetrahydrocannabinol	Marinol, THC	Antiemetic	Oral, smoked	I, II	1 day - 5 weeks
Anabolic Steroids	Testosterone (T/E ratio), Stanozolol, Nandrolene	Hormone Replacement Therapy	Oral, injected	III	Oral: up to 3 weeks (for testosterone and others); Injected: up to 3 months (Nandrolene up to 9 months)
<i>Opioids and Morphine Derivatives</i>					
Codeine	Tylenol w/codeine, Robitussin A-C, Empirin w/codeine, Fiorinal w/codeine	Analgesic, antitussive	Injected, oral	II, III, IV	1-2 days
Heroin	Diacetylmorphine; Horse, Smack	None	Injected, smoked, sniffed	I	1-2 days
Methadone	Amidone, Dolophine, Methadose	Analgesic, treatment for opiate dependence	Injected, oral	II	1 day - 1 week
Morphine	Roxanol, Duramorph	Analgesic	Injected, oral, smoked	II, III	1-2 days
Opium	Laudanum, Paregoric; Dover's Powder	Analgesic, antidiarrheal	Oral, smoked	II, III, V	1-2 days



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Drug Abuse: Names, Uses, Routes of Administration and Detection Time Limits:

<i>Commonly Abused Drugs</i>					
Substance	Proprietary or Street Names	Medical Uses	Route of Administration	*DEA Schedule	Drug Detection Times
<i>Depressants</i>					
Alcohol	Beer, Wine, Liquor	Antidote for methanol poisoning	Oral	Not Scheduled	6-10 hours
Barbiturates	Amytal, Nembutal, Seconal, Phenobarbital; Barbs	Anesthetic, anticonvulsant, hypnotic, sedative	Injected, oral	II, III, IV	2-10 days
Benzo-diazepines	Ativan, Halcion, Librium, Rohypnol, Valium; Roofies, Tranks, Xanax	Antianxiety, anticonvulsant, hypnotic, sedative	Injected, oral	IV	1-6 weeks
Meth-aqualone	Quaalude, Ludes	None	Oral	I	2 weeks

* [Drug Enforcement Administration](#) (DEA) Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacture among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only through prescription, cannot have refills and require a form for ordering. Schedule III and IV drugs are available with prescription, may have 5 refills in 6 months and may be ordered orally. Most Schedule V drugs are available over the counter.