

POLICY AND PROCEDURE PERTAINING TO DRUG, ALCOHOL AND CHEMICALS

PURPOSE

EON is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and persons served. This policy applies to all employees, subcontractors, and volunteers. Substances covered under this policy include alcohol, illegal drugs, inhalants, chemicals, and prescription and over-the-counter drugs.

POLICY

All employees are prohibited from working under the influence, or consuming alcoholic beverages or illegal drugs/substances/chemicals while providing supports to individuals served. All employees are prohibited from transporting a person served or driving any vehicle if under the influence, or consuming alcoholic beverages or drugs, substances, chemicals.

Being under the influence of a controlled substance identified under the Minnesota Statutes, chapter 152, or alcohol, illegal drugs, or chemicals in any manner that impairs or could impair an employee's ability to provide care of services to persons receiving services is not allowed. An employee that shows signs of being under the influence will be considered in violation of this policy and may result in corrective action up to and including termination.

If an employee knows or suspects that a co-worker or another company employee is under the influence of alcohol, drugs or chemicals, or in violation of this policy in any way, the employee must report it to his or her supervisor.

DEFINITIONS

"Company premises" include our buildings, grounds, parking lots, machinery, personal vehicle to conduct company business, and company provided vehicles (owned or leased).

"Drug paraphernalia" are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

"Illegal drug" is any substance that is illegal to use, possess, sell, or transfer.

"Inhalant" is any substance that produces mind-altering effects when inhaled.

"Prescription drug" is any substance prescribed for an individual by a licensed health care provider.

"Substance" includes alcohol, illegal drugs, inhalants, and prescription and over-the counter drugs.

"Chemical" refers to any substance relating to the chemistry or the use of a drug or odor.

"Under the influence" includes any of the following:

- a) Impairs your behavior or your ability to work safely and productively;
- b) Results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property;
- c) Is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

PROCEDURE

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle.

If an employee knows or suspects that a co-worker or another EON employee is under the influence of alcohol, drugs or chemicals, or is in violation of this policy in anyway, the employee must report it to their supervisor or the on-call manager immediately.

I. Alcoholic Beverages

You may not use, possess, or be under the influence of alcohol on company premises.

- A. An employee of legal drinking age may drink alcoholic beverages, only if approved by EON, and the employee does not have contact with persons served. Events where EON may approve or provide alcohol includes but is not limited to: conferences, business dinners, holiday parties or award ceremonies. If management approves, you may drink moderately at certain off-premises, business related meetings or social gatherings.

II. Illegal Drugs and Chemicals

- A. You may not use, possess, or be under the influence of illegal drugs, inhalants or chemicals.
- B. You may not sell, buy, manufacture, transfer, or distribute any drugs or chemicals. It is against the law to do so, and we will report such actions to the authorities.
- C. You may not use, possess, sell, buy, manufacture, transfer, or distribute drug paraphernalia.

III. Legal Drugs

- A. You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
- B. You must follow directions, including dosage limits and usage cautions.
- C. You must keep these drugs in their original containers or bring only a single-day supply. Drugs need to be kept in a secured location. The company may consult with a doctor to determine if a prescription or over-the counter drug may create a risk if you use it on the job. The company may change your work duties or restrict you from working while you are using a prescription or over the-counter drug that creates such a risk.
- D. You may not use drive a vehicle (personal or company) while taking prescription or over-the-counter drugs that impair your ability to work safely.

IV. Policy Violations

- A. If an employee is suspected of being in violation of this policy while on duty, the employee will be instructed to leave the work site. At employee's discretion the safe transportation may be arranged. Cost of transportation will become the responsibility of the employee based on circumstances.
- B. You must cooperate with any investigation into substance abuse. An investigation may include tests to detect the use of alcohol, drugs, chemicals, or inhalants.
- C. As a condition of continue employment, all employees will abide by the provisions set forth in this policy.

REFERENCED POLICIES

None

REFERENCED FORMS

None