

# ALCOHOL AND DRUG USE / TESTING

## PURPOSE

Heartland Industries, Inc., Hearth Residential Homes, Inc., Adult Life Programs and Montana Achievement Project (All listed companies will be collectively known as the "Company".) are committed to protecting the health, well-being and safety of its consumers and employees by maintaining a workplace free from the influence of alcohol, illegal drugs and the abuse of prescription medication. All employees have a responsibility to report to and to be at work in a fit condition to perform. **This means that employees should not consume alcohol or illegal drugs or abuse prescription medications while on duty. It further means that no employee should consume alcohol or illegal drugs or abuse prescription medications for at least eight (8) hours prior to the start of their work shift.** This Alcohol and Drug Use / Testing policy has been established with the purpose of providing a safe work place for all.

Occasionally, it may be necessary to take prescribed medications when you are at work. While the Company wants you to take medications as needed, you should only report to work if you are able to perform the essential functions of your job safely and effectively. If you are already at work and cannot perform your job because of a reaction to medication, talk to your supervisor immediately before you leave the facility. We want to ensure that you arrive home safely!

**Reasonable Suspicion:** Staff will be required to undergo alcohol or controlled substances testing when a Company supervisor has reasonable suspicion to believe that the staff is under the influence of Alcohol or Drugs. The Company's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the staff

## DRUG AND ALCOHOL PROHIBITION POLICY

### I. Purpose

To maintain our workplace free from the effects of alcohol and drugs in order to create a safe, healthful and efficient working environment. This policy applies to all individuals, license holders, employees, subcontractors, and volunteers.

### II. Policy

- The use, sale, manufacture, distribution, or possession of illegal drugs while on the job, (including any contracted sites), or on our property (owned or leased) or in our vehicles, machinery, or equipment (owned or leased), or while performing business will result in corrective action up to and including termination.
- Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.
- Any employee convicted of criminal drug use or activity must notify the Company no later than five (5) days after the conviction.
- Alcohol consumption is prohibited while on the job, (including any contracted sites), or on our property (owned or leased) or in our vehicles, machinery, or equipment (owned or leased), or while performing business.
- Being under the influence of a controlled substance under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair the staff person's ability to provide care or services while on the job, (including any contracted sites), or on our property (owned or leased) or in our vehicles, machinery, or equipment (owned or leased), or while performing business is prohibited and will result in corrective action up to and including termination.
- All employees will be free from the abuse of prescription medications.

Source: Minnesota Statutes, section 245A.04, subdivision 1, paragraph (c)

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date