

108 - Drug Free Workplace Policy

OMI is required by law to provide a safe and healthy environment for employees and individuals served. To achieve these goals, OMI has the following rules about the use, possession, and sale of drugs, cannabis, and alcohol by its employees.

The illegal or unauthorized use, being under the influence of, sale, distribution, or possession of narcotics, drugs, cannabis, or controlled substances while on the job (on or off OMI property) or on OMI property will result in immediate disciplinary action, up to and including termination.

In addition, alcohol cannot be consumed by employees on Organization property unless at an authorized social function sponsored by OMI, in which case consumption must be reasonable and responsible, and the use of alcohol during working hours or reporting to work under the influence of alcohol is strictly prohibited.

Employees are to call the on-call number 320-290-3617 immediately if they suspect another employee is in violation of this policy.

The use of controlled substances as prescribed to you by a licensed physician or are available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation, or poses safety concerns, please notify your supervisor and/or Human Resources to discuss what accommodations are necessary. While taking prescription medication(s), employees are required to stay within the dose as originally prescribed by the physician.

Violation of this policy will result in disciplinary action, up to and including termination.

OMI maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance, alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

304 - Tobacco Policy

It is the policy of Organization that no smoking or use of tobacco/smoking products (including, but not limited to: cigarettes, pipes, cigars, sniff, chewing tobacco or electronic cigarettes/vaping) is permitted inside any sites or Organization vehicles. There shall be no sale of tobacco products in Organization buildings or on the grounds.

Employees are required to use designated areas at each site and main office for smoking or use of tobacco products, which are typically in the rear. Smoking is prohibited inside any Organizational garage or other area defined as indoors by Minnesota's Freedom to Breathe Act.