



**Policy #:** Administration 1.23

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## **Substance Abuse**

**Performance Objective:** To maintain a drug-free work force and to eliminate the safety risks, lost time, and reduced productivity that result from the use and the influence of alcohol and/or drugs in the workplace.

### **Policy:**

Reference: Douglas-Cherokee Economic Authority, Inc. Policy 9.17: Alcohol and Drug Policy

- All employees are required to sign the Agency policy regarding drug-related activity in the workplace during the orientation process.

### **Procedure:**

1. If there is a reasonable suspicion that an employee is under the influence of drugs or abusing alcohol on the job, the person observing the employee should disclose their concern to a supervisor or manager.
2. The “Reasonable Suspicion Documentation Form” must be completed by management.
3. The employee must be moved to a safe location for observation.
4. The Area Coordinator or member of management must immediately contact the Human Resources Manager and provide the completed “Reasonable Suspicion Documentation Form”.
5. The Human Resources Manager will notify the Agency Human Resources Director.
6. The Agency Human Resources Director will make the decision whether to send the employee for reasonable suspicion testing.
7. The Area Coordinator or available manager will transport the employee to a certified testing facility as determined by the Agency.
8. An employee who undergoes reasonable suspicion drug or alcohol testing may be placed on administrative leave until test results are provided.
9. The test results will determine the next action taken by the Agency in accordance with the Douglas-Cherokee Economic Authority, Inc. Policy 9.14: Alcohol and Drug policy.