

S & G ASSOCIATES, INC.

EMPLOYER DRUG AND ALCOHOL POLICY INFORMATION

Date _____

Employers legal name and address:

If above is P.O. Box, is there a street address for UPS delivery:

Phone Number: _____ FAX: _____

E-mail Address: _____

Person to be DER (Designated Employer Representative) and receive test results:

Alternate Person to contact with test results:

DRUG ABUSE INFORMATION:

1. If an employee tests positive for drug abuse, we plan to:

- _____ Terminate employment
- _____ Transfer employee to a non-covered job
- _____ Rehabilitate

POST-ACCIDENT TESTING:

Which company personnel (job titles, please) have the authority to approve the decision for a post-accident drug and alcohol test?

READINESS FOR DUTY:

The term "readiness for duty" generally means that the employee is expected to be able to perform, or is immediately available to perform, covered functions assigned to him/her during a specific portion of the day or shift. Testing for alcohol may only be done when employees are "ready for duty". What portion of the day or shift are your employees expected to be "ready for duty"?

- 7 am to 4 pm on all regularly scheduled work days
- 8 am to 5 pm on all regularly scheduled work days
- During any shift which they have been assigned to work

DILUTE SPECIMENS:

49 CFR Part 40.197 states: if the creatinine concentration of the dilute specimen is greater than 5mg/dl you may, but are not required to, direct the employee to take another test immediately. Such recollections must not be collected under direct observation, unless there is another basis for use of direct observation (Part 40.67 (b) and (c)). **You must treat all employees the same for this purpose.** You may, however, establish different policies for different types of test (e.g. conduct retests for pre-employments but not for randoms). You must inform your employees in advance of your decisions on these matters. You may only conduct one retest on the employee. If the retest was also negative and dilute you may not conduct another retest. If the employee declines to take a retest under this section it is considered a Refusal.

If an employee has a dilute specimen we will:

- Not conduct any retests
- Conduct retests in the following situations:
 - Pre-employment
 - Post Accident
 - Return-to-Duty
 - Random
 - Reasonable Suspicion
 - Follow-up

ALCOHOL MISUSE INFORMATION

ON-CALL

On-call status: When an employee is called for emergency duty outside of regular working hours and informs the dispatcher that he/she is unable to report for work because of consumption of alcohol during off duty time, what action will be taken?

POSSESSION OF ALCOHOL:

Possession of alcoholic beverages is prohibited:

- While on company property
- In company vehicles
- On company time
- Other (please specify) _____

ON-DUTY USE OF ALCOHOL:

What action do you intend to take if an employee is using alcohol while on-duty but is not tested:

- Employee terminated
- Employee given time off without pay: _____ days
- Employee permanently transferred to non-covered position
- Employee required to undergo SAP evaluation and any recommended program
- Other, please specify _____

ALCOHOL TESTS AT .02 TO .039

When employees test at over .02, but less than .04, they may not return to work in a covered function until the beginning of their next shift, or at least 8 hours (or 24 hours for CDL drivers). How do you intend to deal with this situation?

- Employee terminated
- Employee off with pay
- Employee off without pay
- Employee allowed to use sick leave
- Employee allowed to use vacation time
- Employee used in non-covered position

How many times will the employee be allowed to test at .02 - .039 before additional disciplinary measures are taken? _____

What action will the company take after that?

- Employee terminated
- Employee given time off without pay: _____ days
- Employee permanently transferred to non-covered position
- Other, please specify _____

ALCOHOL TESTING AT .04 OR ABOVE

When employees test at .04 or greater, they must be removed from safety sensitive duties and referred to a SAP for evaluation and education/rehabilitation. What other action will be taken?

- Employee terminated
- Employee used in non-covered position permanently
- Employee offered rehabilitation

REFUSAL TO TEST:

An employee who refuses to take a required drug or alcohol test, will be:

- Terminated
- Transferred to a non-covered position permanently.
- Offered rehabilitation

SUBSTANCE ABUSE PROFESSIONAL

Employees who test at .04 or over, refuses a required drug or alcohol test, or have a positive drug test must be referred to an Substance Abuse Professional (SAP). This must be an "in-person", face to face interview with a "licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Assn. of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of alcohol related disorders."

If you have already chosen a Substance Abuse Professional to do evaluations, please fill that information in below.

NAME, ADDRESS AND PHONE #: _____

Who will pay for the cost of SAP evaluations?

- Employee
- Employer
- Insurance

An employee who refuses to obtain an SAP evaluation, will be:

- Terminated
- Transferred to a non-covered position permanently.
- Other, please specify _____

REHABILITATION:

If rehabilitating: Number of times for drugs _____
Number of times for alcohol _____

Who will pay for the rehabilitation program:

- Employee
- Insurance
- Employer

While in rehabilitation, the employee will be allowed to take:

- sick leave
- vacation
- unpaid leave of absence

If the employee refuses to enter or complete a program recommended by the SAP evaluation, the employee will be:

- Terminated
- Transferred to a non-covered position permanently.

STATISTICAL DATA:

Number of safety-sensitive employees: _____

Job titles of employees: _____

Job titles of supervisors to be trained: _____

- BE SURE TO LIST THE NAMES OF ALL COVERED EMPLOYEES -

- ON THE LAST PAGE OF THIS FORM -

