



## Human Resources Policy & Procedure Manual

### **DRUG & ALCOHOL ABUSE**

It is the desire of SMG to provide a drug-free, healthful and safe workplace. This policy is designed solely for the benefit of our employees, to provide reasonable safety on the job and to protect from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The use, consumption, possession, distribution, dispensation, or sale of illegal drugs or drug paraphernalia, the abuse of legally prescribed drugs and the unauthorized use or possession of alcohol or inhalants on SMG premises, or while on SMG business elsewhere, is strictly prohibited.

If an employee is taking prescription medication that may affect their ability to work or to work safely, the employee should immediately notify their Supervisor. SMG reserves the right to temporarily reassign or alter work responsibilities during the period that an employee is taking the prescribed drug.

### ***SUBSTANCE ABUSE POLICY***

SMG recognizes both alcohol and drug abuse as potential health, safety and security problems. SMG expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

SMG prohibits the manufacture, possession, use, distribution, sale or purchase of non-prescription controlled substances and intoxicants by employees on SMG premises. SMG also prohibits working under the influence of alcohol, drugs or other intoxicating substances.

The Human Resources Designee should be consulted by a Supervisor when there is reason to believe that an employee's work performance has been impaired due to the consumption of alcohol, drugs or other intoxicants.

Any employee who is convicted of a violation of any criminal drug statute (including misdemeanors) shall notify the Human Resources Designee within three (3) days of the date of conviction. A conviction includes any plea or finding of guilty, any plea of "nolo contendere" and/or imposition of a fine, jail sentence or other penalty.



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### **SUBSTANCE ABUSE POLICY continued**

Employees who believe they may have an alcohol or drug abuse problem are strongly encouraged to use the Employee Assistance Program. Such contacts will be kept confidential except as required by law, or when there is a danger to the immediate health, safety, or security of the employee or others. The Employee Assistance coordinator can provide employees and Supervisors with advice and referrals to treatment and rehabilitation programs. Some such treatment may be covered by the employee's health insurance.

Any employee who violates this substance abuse policy will be subject to employee discipline, which may include termination, as covered under the Corrective Action Policy.

#### *Drug and Alcohol Testing*

An employee's immediate Supervisor or a designated representative may require an employee to undergo testing to evaluate the employee's fitness for duty if the Supervisor or the designated representative believes the employee is impaired, is jeopardizing workplace safety, or is not performing his/her responsibilities because of on-the-job intoxication or impairment.

"For cause" testing should not be implemented until the Supervisor or designated representative has contacted the Human Resources Designee and has clear, supporting documentation detailing the situation justifying the "for cause" testing request. SMG is a 24/7/365 operation. Employees must be able to report to testing facilities after normal business hours, defined as Monday through Friday from 8 AM - 5 PM. Refusal to submit to substance testing, as provided for in this policy, will be considered insubordination and the employee may be subject to disciplinary action up to and including immediate termination.

#### *Medical Marijuana and Other Legal Substances*

SMG maintains a zero tolerance policy for drug use; this includes the use of medical marijuana and other legal substances. Employees cannot be or appear to be under the influence or have said prescriptions in their possession during work hours, on company time or property, or at company sponsored events.

If an employee is provided with a prescription for medical marijuana or other legal substances, this information must be disclosed to the Human Resources Department immediately. Human Resources reserves the right to require employees to obtain a fitness for duty certificate from the prescribing physician. The fitness for duty



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certificate must indicate that the employee is able to perform the essential duties and responsibilities of their position. SMG reserves the right to determine whether or not a reasonable accommodation can be made based on the prescribing doctor's fitness for duty certification.