

Drug Free Workplace/Drug Testing

Policy:

To ensure the safety and well-being of the people we support and our employees, Morgan Support Services shall provide a drug free workplace.

MSS explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on MSS premises or while in the community with people we support or while performing agency-related business.
- Being impaired by or under the influence of legal or illegal drugs or alcohol at any MSS facility, while in the community with people we support, or while performing agency-related business.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol during programming hours or when performing agency-related business.
- The noticeable odor on the person or in the vehicle, or the presence of any detectable amount of prohibited substances in the employee's system while at work, while in the community with people we support, or while performing agency-related business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

MSS will conduct drug testing under the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug testing at any interval determined by MSS. Random testing will be backed by written procedure and implemented in a truly random fashion.
- **FOR CAUSE TESTING:** MSS may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way. Any on the job injury that requires more than first aid will result in a referral for post-accident drug testing for the injured employee.

Procedure:

Employees who violate this policy shall be subject to disciplinary action up to and including termination. Each violation shall be evaluated and addressed individually.

Any employee arrested for illegal drug/alcohol use must notify MSS within one week of the conviction, indicating which law was violated. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

MSS reserves the right to sanction drug rehabilitation for offenders of this policy, including those who are convicted of illegal acts.

MSS shall have the right to require an employee to submit to a drug/alcohol test as a condition of continued employment. An employee who refuses to submit to a drug/alcohol test, or who tests positive, may be suspended from duty pending further investigation and may be subject to disciplinary action up to and including termination.