

POLICY: SUBSTANCE ABUSE / TESTING POLICY

Winning Wheels prohibits the unlawful use, manufacture, possession, sale or distribution on its premises, facilities or work places of any of the following: alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs (including marijuana, or "look-alike" (simulated) drugs) and related drug paraphernalia. Winning Wheels employees must not be at work under the influence of any drug, alcoholic beverage, intoxicant or narcotic or other substance (including legally prescribed drugs and medications) which will in any way adversely affect their working ability, alertness, coordination, response, or jeopardize the safety of others on the job.

Employees and/or prospective employees shall be subject to drug/alcohol testing under the following circumstances:

1. Pre-employment;
2. Following any incident
3. On providing reasonable suspicion of being under the influence of alcohol/unauthorized substances.

PRE-EMPLOYMENT

Any offer of employment made by Winning Wheels shall be made conditionally, pending the outcome of a pre-employment drug/alcohol screening to be conducted as soon as possible after the employment offer is made. Should a prospective employee test positive for any of the substances identified above, the offer of employment shall be withdrawn and further employment consideration will not be given.

POST-INCIDENT

Any employee who has a work-related injury that requires medical treatment beyond first aid will be subject to the taking of blood, urine, or saliva samples for the purpose of testing for the presence of the substances named in this policy. All employees who have work-related injuries are required to report them and complete an incident report by the end of their shift, or will be subject to disciplinary action. Bodily fluid samples will be collected and analyzed at the soonest available opportunity following treatment, at the discretion of the administrator or his/her designee.

REASONABLE SUSPICION

Employees may be required to take a drug or alcohol test at any time that reasonable suspicion presents itself. Examples of reasonable suspicion include, but are not limited to:

- frequent visits to vehicle
- unsteady gait
- smell of alcohol/drugs
- slurred speech
- violent or threatening behavior toward staff or residents
- altered awareness (confusion)
- dilated pupils
- hallucinations
- frequent absence from assigned work area(s)

Specimen collections will take place at the facility under the supervision of designated administrative personnel, specifically trained for this purpose. Such personnel reserve the right to employ those methods deemed necessary to assure the sample is not tampered with.

Any employee who refuses to submit to testing as described in this policy or who is found using, possessing or distributing any of the substances named in this policy, or who is found under the influence of any such substances, is subject to immediate discharge.

Legally prescribed drugs may be permitted on facility premises or work locations provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession. The facility may, as it deems appropriate, determine if the drug produces hazardous effects. Any valid prescription drug that in the opinion of the facility may produce hazardous effects may be restricted.

Winning Wheels has the right to report use, possession or distribution of any substances named in this policy to law enforcement officials and to turn over to the custody of law enforcement officials any such substance.

Compliance with this policy is mandatory for Winning Wheels employees and is considered a condition of employment.

ACKNOWLEDGEMENTS

This is to acknowledge that I have received a copy of Winning Wheels' Substance Abuse / Testing Policy and that I have read and understand the policy's contents. I agree to abide by all rules and regulations of this policy.

Signed

_____ Date _____ Print Name

Department

(Office Use Only Below This Line)

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This will certify that a copy of Winning Wheels' Substance Abuse / Testing Policy was given to the person who signed the above receipt and that training was provided on the contents. It is confirmed that this person understands the policy.

SIGNED – Company Representative

Date

TO BE RETAINED IN PERSONNEL FILE
