

**MEOC
Drug Free Workplace Program Policy**

Date of Implementation:

**At Least 60 days after date of Adoption
and Notification to Employees.**

**60 day Notice to existing employees begins November 5, 2016,
testing to begin January 5, 2017.**

**Immediate implementation for new hires upon adoption,
October 18, 2016.**

MEOC Drug Free Workplace Policy

LETTER OF NOTICE TO APPLICANTS AND EMPLOYEES OF MEOC OF DRUG FREE WORKPLACE PROGRAM

MEOC has established a Drug Free Workplace Program. Employees are prohibited from either using or being under the influence of illegal drugs (including the non-prescribed use of prescription medication) while on duty, regardless of location. Employees are also prohibited from possessing or transporting alcohol or illegal drugs while on duty, regardless of location. Possession of paraphernalia used in connection with the use of any drug is evidence of a violation of this rule.

Drugs mean alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs or metabolite of any of these substances. Non-prescribed use of prescription medication is also prohibited.

MEOC will require all applicants for employment and all existing employees, under certain circumstances, to be tested for the presence of drugs or alcohol as part of MEOC's policy prohibiting drug or alcohol use. An employee violates the Drug Free Workplace Program by testing positive in a confirmed test for drugs. Refusal to cooperate in the drug testing procedure is an independent violation of this rule and will be treated as a positive confirmed test for drugs.

Upon conviction for violating any state or federal drug law, each employee of MEOC is required to notify his or her immediate supervisor of such conviction as soon as possible but within 5 business days thereof if the conviction resulted from conduct performed while on the job, or if such conviction adversely affects any required certification or license held by the employee or adversely affects the employee's eligibility to perform on the job due to state and federal regulation or company policy.

Any violation of this rule will result in discipline, up to and including discharge and possible forfeiture of workers' compensation medical and indemnity benefits.

A full statement of MEOC's Drug Free Workplace Policy can be obtained from the Business Office, our designated Drug Policy Officer and our website.

This notice is given on November 5, 2016. Drug testing may begin 60 (sixty) days after the date of this notice. There is immediate implementation for new hires upon policy adoption, on October 18, 2016.

MEOC Drug Free Workplace Policy

AN OPEN LETTER TO ALL EMPLOYEES

We recognize that drug and alcohol abuse is an on-the-job problem as well as a social problem. Drug and alcohol abuse leads to lower employee productivity, as well as higher costs for MEOC. These costs come in the form of lowered productivity, increased medical costs, drug-related theft, and the tarnishing of MEOC's public image. Employees under the influence of drugs or alcohol may also become a threat to the health and safety of our clients and their co-workers.

As a result, MEOC has committed to creating and maintaining a Drug Free Workplace.

Notice is HEREBY posted in a conspicuous location identifying MEOC as a Drug Free Workplace. Full statements of the Drug Free Workplace policy are available for inspection at the Business Office, from our designated Drug Policy Officer and our website.

Our Drug Free Workplace Policy now formally states that substance abuse will not be tolerated on the job for employees of MEOC. This prohibition includes the possession, use or sale of illegal drugs, the abuse of alcohol and abuse of prescribed drugs.

All employees are expected to sign a statement of understanding and agreement with MEOC's Drug Free Workplace Policy.

To ensure that MEOC remains a Drug Free Workplace, a program of drug testing is in effect. Let it be clearly understood that it is a condition of employment for everyone that they avoid entirely the use, possession, sale or any association whatsoever with illegal drugs and/or the abuse of alcohol while on the job, in MEOC uniform, wearing a MEOC ID or otherwise identifying themselves as representing MEOC. Employees who are found on the job to be under the influence of drugs or alcohol or who violate this policy in other ways will be disciplined, up to and including termination. It is important that all of us work together to deal with substance abuse to make MEOC a safer and more rewarding place to work.

This Policy is provided on behalf of MEOC's Board of Directors and Management Team.

Sincerely,

Michael Wampler, Executive Director

MEOC Drug Free Workplace Policy

I. Policy Statement

In order to establish MEOC as a Drug Free Workplace and thereby increase the safety and health of our employees, our clients and their families, this Policy requires that employees of MEOC shall not use or be under the influence of illegal drugs or alcohol while working. This Policy also requires that employees shall not use or be under the influence of medications while working that could affect their ability to work safely. This policy is important to MEOC as it will help provide for a safe workplace, avoid adverse effects on employee health and employer health costs, prevent the loss of confidential information, prevent drug-related employee theft, and preserve a positive MEOC image.

Applicants for employment must pass a pre-employment drug and alcohol test prior to hiring.

Except where required by other policy, regulations or statutes (like Federal Transit Administration or Workers Compensation requirements) MEOC shall utilize Saliva Screening Tests for Drugs and Alcohol and may use a Breath Alcohol Device if saliva screening for alcohol is unavailable. In the event of a Negative Screening Test, test administrator shall document results and no further action is required. In the event of a Positive Screening Test, an inconclusive test, or the test administrator has reason to believe employee has attempted to thwart or adulterate the test or results, test administrator shall ensure that employee/applicant is taken and not allowed to drive themselves to the Collection Site for the Drug Testing Laboratory so that a urine drug test and/or a Recording Breath Alcohol Test, shall be conducted. In the event of a Negative Confirmatory Test Result being immediately available from the Collection Site, employee may be returned to work or home/automobile location/etc. if the employee's work shift is over. Otherwise employee shall not be allowed to return to duty until a negative test result is received. Applicants shall be similarly returned to their starting location.

Laboratory Testing shall be done in accordance with procedures numerated in the following regulations, except that all documentation shall be done on NON-FTA/NON-DOT Forms and the process and documentation kept separately. In the event a situation is encountered where these regulations do not address the issue, standard laboratory procedures shall be utilized.

- 49 CFR Part 40, as amended/superseded <https://www.transportation.gov/odapc/part40>
- Urine Specimen Collection Guidelines, United States Department of Transportation

MEOC Drug Free Workplace Policy

II. DEFINITIONS

Alcohol Liquids containing ETHYL ALCOHOL (ETHANOL).

Drugs One or more of the following named substances:

Cut-off levels for different drugs in this test currently are, and may be occasionally adjusted:

- Amphetamine (AMP) – 50 ng/ml
- Benzodiazepine (BZO) – 10 ng/ml
- Cocaine (COC) – 20 ng/ml
- Methamphetamine (MET) – 50 ng/ml
- Opiates (OPI) - 40 ng/ml
- Oxycodone (OXY) – 40 ng/ml
- Marijuana (THC) - 12 ng/ml
- Phencyclidine (PCP) – 10 ng/ml
- Methadone (MTD) – 30 ng/ml
- Buprenorphine (BUP) – 5 ng/ml

Medications Prescription and non-prescription substances obtained and used legally to combat illness and injury or for other therapeutic reasons.

Work (ing) Performing any activity under any conditions during any period of time that an employee is covered by the Employer's Workers' Compensation insurance (i.e. driving, on duty, on call or performing any tasks as a part of employment duties; lease and contract employees included).

Influence To be physically, mentally or emotionally subject to the effects of any substance.

MEOC Mitchell Elliott, Compliance Officer

Employer **MEOC**

Employee Anyone employed by or contracted with MEOC who is covered by workers' compensation insurance obtained by MEOC.

Use (ing) Pertains to drugs, alcohol and medications; to drink, smoke, apply topically, inject, possess, solicit, distribute, dispense, manufacture or transfer. Exceptions to these rules regarding the definition of "use" will be allowed only with Management's written permission.

MEOC Drug Free Workplace Policy

III. POLICY REQUIREMENTS

A. Fit for Duty

Every effort will be made to provide a safe working environment to all passengers, clients and employees of MEOC. No one will knowingly be asked to work or travel in an unsafe manner. It is the responsibility of every employee to be safety conscious and to immediately report to their supervisor any potentially unsafe condition in MEOC vehicles, workplace, or any facet of MEOC services.

You must report changes in your physical condition or medications, as these affect your eligibility to safely perform your job duties. For example, becoming a diabetic or developing a heart condition may disqualify you as a Commercial Driver. If you have a fever of 100 degrees Fahrenheit or more, you are likely to be contagious. <http://www.wikihow.com/Tell-when-You-Are-Contagious>

Certain medications, like blood thinners may also affect your status. Reporting changes to your Supervisor as soon as you become aware of them is required and allows for safe and timely consultations with all affected personnel.

Over-The-Counter (OTC) medications like Nyquil, antihistamines and most others, carry label warnings that they may cause drowsiness, that you should not operate equipment or other warnings. They are also high in alcohol content and may put you in violation of the Drug and Alcohol policy. Inform your Supervisor immediately if you are considering taking such medications. This allows for safe and timely consultations with all affected personnel.

While we have talked about drugs and health conditions, fitness for duty covers any condition or circumstance which may adversely affect your ability to perform your duties in a safe and approved manner. For example, a driver or any staff member whose duties require contact with clients or the public, with a severe case of the flu (high temperature, nausea, etc.) is certainly not “fit for duty” while in this condition. An employee deemed not fit for duty by a Supervisor will be removed from duty until again fit for duty.

B. Drugs

Employees shall not use or be under the influence of drugs illegally while working. Possession of paraphernalia used in connection with the use of any drug is also prohibited.

C. Alcohol

Employees shall not use or be under the influence of alcohol while working.

MEOC Drug Free Workplace Policy

D. Medications

Employees shall not use or be under the influence of medications while working if the medications have the potential to alter or adversely affect their judgment, affect their motor skills, induce sleepiness or to otherwise detract from their safe job performance. Exception can of course, be made in work areas and activities of decreased safety sensitivity where the potential for accident and injury is minimal and where the effect of the medication on the employee is judged to be insignificant by MEOC. Employees will report their use of medications to their supervisor before beginning work. Alternatively, those sensitive to the disclosure of their use of certain medications may call or visit the MEOC official in charge of the Drug Free Workplace Program in confidence to resolve their unique work situation.

E. Knowledge of Use by Other

It is the responsibility of all employees to ensure that the work environment is free of alcohol and drugs and is safe. Any employee who has knowledge of the violation of this Policy by another employee and does not report it will also be subject to disciplinary action, up to and including termination.

F. Tampering with a Drug or Alcohol Test

Tampering with a drug or alcohol test conducted pursuant to this Policy is an independent violation of this policy and may result in disciplinary action up to and including termination.

G. Refusal to Submit to a Drug or Alcohol Test

Refusal to submit to a drug or alcohol test conducted pursuant to this Policy is an independent violation of this policy and may result in disciplinary action up to and including termination.

MEOC Drug Free Workplace Policy

IV. SPECIMEN COLLECTION AND TESTING

A. When the Employee Can Expect to be Tested

To measure the success of and to aid in enforcing, our Drug Free Workplace Program, drug or alcohol screening tests will be administered in the following instances in order to detect the presence of illegal drugs or alcohol.

1. Job applicants, as a condition of obtaining employment. All offers of employment to applicants will be contingent upon the applicant passing a drug and alcohol test in accordance with this policy.
2. Employees who are required to undergo fitness for duty medical examinations.
3. Employees who, by reliable evidence, or by their observed or reliably reported behavior, are reasonably suspected of
 - a. Using or being under the influence of drugs, alcohol or medications while working, or
 - b. Tampering with a drug screen test, or
 - c. Causing or contributing to an accident involving a reportable injury (i. e. an injury sufficient to require the attention of a medical professional), lost time and/or property damage sufficient to delay or halt work.
 - d. Involvement in a motor vehicle accident not covered by FTA or Worker's Compensation testing requirements.
 - e. MEOC will ensure that employees being tested because of causing or contributing to an accident are tested for both drugs and alcohol.

Documentation supporting a reasonable suspicion drug or alcohol test will be completed prior to notifying the employee to report for a reasonable suspicion test and will be provided to the employee upon request. Such documentation will be retained confidentially by MEOC for at least one (1) year.

Employees arrested, indicted or convicted of violating controlled substances laws will notify the employer as soon as possible, but in any case within five (5) days of the event. If this substance abuse Policy was also violated, the employee will be disciplined up to and including termination, depending on the circumstances.

Employees subject to other Drug or Alcohol Testing Programs, such as the Federal Transit Administration, shall continue to be covered by those rules and testing under this Policy shall be separate.

MEOC Drug Free Workplace Policy

B. Specimen Collection Procedures

In the event that a drug or alcohol test is ordered pursuant to this Policy, the employee must provide the specimen to be tested as soon as possible. Unreasonable or purposeful delay without justification will be regarded as a refusal to undergo the test. FTA/DOT Guidelines regarding testing time limits shall be guidance hereto.

1. Drug Testing Procedure

Initial tests for drug/alcohol use may be performed at the job-site using saliva testing or portable breath alcohol testing devices. This is a Drug Screening Test. If the results of the Screening Test come back positive, or if MEOC has any other reason for requiring a second test, a second test will be performed by a professional laboratory in accordance with Section I herein. MEOC reserves the right to order any other drug tests within the bounds of the law, at MEOC's sole discretion.

2. Alcohol Testing Procedure

Testing for the presence of alcohol will be performed at the job site. Saliva Screening Tests or portable Breath Alcohol Testing devices will be used. In the event of a positive on the Screening Test, the employee will be taken (not allowed to drive themselves) to a test site where a BAC Technician is available with a recording Breathalyzer for a Confirmatory Test. MEOC reserves the right to order any other alcohol tests within the bounds of the law, at MEOC's sole discretion.

3. Confidential Reporting of Medication Use

MEOC knows that eventually most people need to take medications to combat various illnesses. MEOC also knows that some people would prefer to keep the nature of such medications private. Employees must realize, however, that many medications will alter or affect a drug test as well as job performance and safety. An employee could test positive for a drug when taking medications prescribed by a doctor or bought over the counter at a pharmacy.

MEOC Drug Free Workplace Policy

V. CONSEQUENCES OF VIOLATING THIS POLICY

Violations of any part of this Policy will result in disciplinary action, up to and including termination, even for a first offense. Employees in violation of this policy may be required to seek a treatment plan if required by law and may in any case be referred to counseling/treatment. In the event that an employee's violation of this policy also constitutes a violation of a criminal law, the employee may be referred to local, state, or federal law enforcement agencies for prosecution. In addition to disciplinary action, employees injured in conjunction with a violation of this policy may forfeit eligibility for workers' compensation, medical payments and indemnity payments. Job Applicants that test positive for illegal drugs will not be hired, and may also be referred to local, state, or federal law enforcement agencies for prosecution.

Nothing in this Policy should be deemed to change the at-will employment relationship. At-will employees may be terminated at any time with or without cause.

VI. EMPLOYEE ASSISTANCE POLICY

MEOC maintains an Employee Assistance Policy that consists of referring employees and their families who suffer from alcohol or drug use problems to local drug and alcohol rehabilitation centers. Any employee who has not previously tested positive for drug or alcohol use and has not yet entered a substance abuse rehabilitation program may seek assistance for drug and alcohol problems before they lead to disciplinary actions. It is the responsibility of the employee to seek this help before alcohol or drug problems lead to disciplinary action. No employee will be discharged, disciplined or discriminated against solely upon the employee's voluntarily seeking treatment for a drug/alcohol related problem if the employee has not previously tested positive for drug use or entered an employee assistance program for drug or alcohol related problems. However, seeking help will not be a defense to imposition of discipline if evidence indicating a violation of this Policy exists separate from the seeking of assistance.

Any costs of outside services are the employee's responsibility. The employee will not be given paid time off of work in order to participate in the treatment program. However, if the employee has accrued sick days, the employee will be permitted to use his or her sick days. If an employee wishes to pursue help through the EAP, please contact the Drug and Alcohol Compliance Officer.

VII. DISCLAIMER

Nothing in this Policy constitutes a contract of employment with MEOC. Nothing in this Policy will affect the at-will status of any at-will employee. At-will employees may be terminated at any time, with or without cause. Nothing in this Policy alters such relationships.

MEOC Drug Free Workplace Policy

VIII. AMENDMENT AND SEVERABILITY

The employer may amend this policy in any and all respects at any time. If any provision of this policy or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the terms of this policy and the application of any invalid or unenforceable provisions to other parties or circumstances will not be affected thereby, and to this end the provisions of this policy are severable.

MEOC Drug Free Workplace Policy

SUBSTANCES WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST

(BRAND NAMES AND COMMON NAMES)

1. **AMPHETAMINES:** Abetrol, Biphetamine, Desoxyn, Dexedrine, Didrex
2. **CANNABINOIDS:** Marinol (Dronabinol, THC), Marijuana, Hash Pot
3. **COCAINE:** Cocaine, HCl topical solution (Roxanne), Crack, Coke
4. **PHENCYCLIDINE:** Not legal by prescription; PCP, Angel Dust
5. **OPIATES:** Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codein, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Opium, Heroin

Under Opiates, DOT testing has always included confirmatory testing, when appropriate, for Codeine, Morphine, and 6-AM (heroin). Under Amphetamines, DOT testing has always included confirmatory testing, when appropriate, for Amphetamine and Methamphetamine. To this Amphetamines group, we are adding initial testing for MDMA and confirmatory testing for MDMA, MDA, and MDEA.

6. **ALCOHOL:** Liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof); Booze, Drink.

MEOC Drug Free Workplace Policy

MEOC DRUG FREE WORKPLACE POLICY - INFORMATION AND REVISION SHEET

This information and/or Revision Number (original) DATED: October 18, 2016

MEOC Drug Free Workplace Program Administrator: Mitchell Elliott

MEOC Location

MEOC
1501 3rd Avenue East
P. O. Box 888
Big Stone Gap, VA 24219
276-523-4202

Your Drug Testing Laboratory is:

Nationwide Testing Association, Inc.
P. O. Box 508/772 North Broad Street
Mooresville, NC 28115
Phone: 704-660-8600 or 800-452-0030
Fax: 704-658-1303

Your Collection Site is:

Occumed Health Center
1490 Park Ave NW, STE 5
Norton, VA 24273
Phone: 276-439-1440
Hours of Operation: M-F 8AM-5PM

Arrival must be at least 30 minutes prior to closing.
Holiday hours may vary from regular posted hours.

MEOC Drug Free Workplace Policy

Local Substance Abuse Treatment Programs

Frontier Health	1-276-523-8360
Premier One Health	1-276-524-1906
Next Step Recovery, Inc.	1-828-633-4815
English Mountain Recovery	1-865-498-5063

National Hotline Numbers

Alcohol and Drug Referral Hot Line	1-800-252-6465
Child Help's-National Child Abuse Hot Line	1-800-422-4453
National A.I.D.S. Hot Line	1-800-342-2437
National Cocaine Hot Line	1-800-262-2463
National Hepatitis Hot Line	1-800-223-0179
National Runaway Switchboard and Suicide Hot Line	1-800-621-4000
National Sexually Transmitted Disease Hot Line	1-800-227-8922

National Assistance Groups

Alcoholics Anonymous	1-800-344-2666
Food and Drug Administration	1-301-443-1240
M. A. D. D.	1-800-438-6233
Narcotics Anonymous	1-818-780-3951
AL-ANON Family Group Headquarters	1-800-356-9996
National Institute of Drug Abuse, Drug Info., Treatment	1-800-662-4357
Families Anonymous	1-800-736-9805
S. A. D. D.	1-508-481-3568
Tough Love	1-800-333-1069
American Cancer Society	1-800-227-2345
Council of Compulsive Gambling	1-800-426-7711

MEOC Drug Free Workplace Policy

MEOC DRUG FREE WORKPLACE PROGRAM RECEIPT

I hereby acknowledge that I have received a copy of MEOC's Drug Free Workplace Program Policy. I also acknowledge that I have received a full and complete explanation of the Program, including all policies and the availability of an Employee Assistance Program.

I further state that I have read or will read, or have had or will have had read, all sections of this Drug Free Workplace Program Policy. I understand that violation of any provision of this policy may lead to disciplinary action up to and including termination of employment, and that I may forfeit my workers' compensation benefits.

Finally, I agree that neither the issuance of these policies, nor the acknowledgment of its receipt, constitutes or implies a contract of employment or a guaranteed right to recall.

Date Received

Employee Signature

Employee Name (Printed)

Date

Witness

MEOC Drug Free Workplace Policy

MEOC PRE-EMPLOYMENT DRUG TESTING POLICY

All job applicants at MEOC will undergo screening for the presence of illegal drugs as a condition for employment.

Applicants will be required to voluntarily submit to a drug test performed either on-site or at a laboratory chosen by MEOC, and by signing a consent agreement, will release MEOC from liability. (Any applicant with positive test results will be denied employment at that time).

MEOC will not discriminate against applicants for employment because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol, which prevents employees from properly performing their jobs that MEOC will not tolerate.

This policy statement is to be given out with all job applications and will be incorporated into MEOC's online application.

PRE-EMPLOYMENT AGREEMENT-PLEASE READ CAREFULLY

I freely and voluntarily agree to submit to a drug screen and/or laboratory test as part of my application for employment. I understand that either refusal to submit to the drug screen or failure to qualify according to the minimum standards established by MEOC for this screen might disqualify me from further consideration for employment.

I further understand that upon commencement of employment with MEOC, I may again be required to submit to a drug screen. I understand that refusal to take a requested drug screen or failure to meet the minimum standards set for the screen may result in immediate suspension or discharge.

In the event that employment commences prior to the employer receiving the drug test results, I understand that I will be immediately discharged if the result comes back positive.

I have read in full and understand the above statements and conditions of employment.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

MEOC Drug Free Workplace Policy

MEOC DRUG FREE WORKPLACE PROGRAM

EMPLOYEE NAME: _____

EMPLOYEE ID NUMBER: _____

DOCUMENTATION OF BASIS FOR REASONABLE SUSPICION TESTING

Prepare prior to notifying employee of need to go for a Reasonable Suspicion Test and give to employee upon request, and keep confidential for at least one year.

Date of testing for reasonable suspicion: _____

Circumstances, which existed to warrant the testing done for reasonable suspicion, were as follows:

- A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
- Evidence that an individual has tampered with a drug test during his employment with his current employer.
- Information that an employee has caused, contributed to, or been involved in an accident while at work.
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.
- Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

Additional Comments:

Date

Employee Signature

MEOC Drug Free Workplace Policy

MEOC REASONABLE SUSPICION TESTING DETERMINATION FORM

Note to Supervisor/Company Official: This form is to be used to substantiate and document the objective facts and observations leading to a reasonable suspicion testing determination. After a direct observation of the employee's appearance, behavior, speech, body odors, and/or performance, please check ALL the indicators that raised your suspicion that the employee may have engaged in conduct which violates the Drug and Alcohol policy. Read further instructions on the following page.

Employee Name _____ Job Title _____
Supervisor/Co. Official _____ Job Title _____
Date/Time of Determination: _____
Name(s) of Witness (es), if any: _____

A. APPEARANCE OR PHYSICAL INDICATORS

- Flushed or very pale complexion
- Excessive sweating or skin clamminess
- Bloodshot or watery eyes
- Dilated or constricted pupils
- Nystagmus (jerky eye movement)
- Unfocused, blank stare
- Runny/bleeding nose
- Disheveled clothing
- Unkept grooming
- Possible puncture marks on arms
- Dry mouth, wetting lips frequently

C. SPEECH OR BODY ODORS

- Slurred, thick, slowed speech
- Incoherent, nonsensical, silly
- Loud, boisterous
- Repetitious, rambling
- Cursing, inappropriate language
- Rapid, pressured
- Excessive talkativeness
- Exaggerated enunciation
- Odor of alcohol
- Distinctive pungent aroma

B. BEHAVIORAL INDICATORS

- Stumbling, unsteady gait
- Poor coordination
- Hyperactivity, fidgety, agitated
- Nervous, disorderly
- Irritable, moody, belligerent
- Shaking, tremors, twitches
- Dizziness or fainting
- Nausea or vomiting
- Breathing irregularly or with difficulty
- Extreme fatigue or sleeping on the job
- Depressed, withdrawn

D. PERFORMANCE INDICATORS*

- Delayed or faulty decision-making
- Impulsive, unusual risk-taking
- Inability to concentrate
- Lack of motivation
- Impaired mental functioning
- Decreased alertness
- Significant increase in errors
- Reduced quality/quantity of work
- Inappropriate response to instructions
- Excessive absences or use of sick time
- Lackadaisical, apathetic attitude

Other observations not noted above: _____

Date/Time of Test: _____

Test Refused: No/ Yes

Supervisor/Company Official Signature _____

MEOC Drug Free Workplace Policy

*These are usually long-term indicators. Must be combined with other indicators under A, B, or C.

Instructions to Supervisor/Company Official:

1. Conduct the employee interview in a private setting, mindful of the dignity and confidentiality rights of the employee.
2. Give the employee an opportunity to explain the reason(s) for the indicators you have observed from his or her perspective. Expect denial. Note explanation given by the employee (if any) in the space below.
3. Arrange to have the employee accompanied to the collection site for testing without delay.
4. Federal regulations require that reasonable suspicion testing for alcohol be administered within two (2) hours following the determination to refer the employee for testing. If alcohol testing is not conducted within two hours, document the reason for the delay. If the test is not administered within (8) hours, cease all attempts to test and document the reason for the inability to test. Please use the space below to document any delays or inability to test.
5. Complete and sign this document and send original to the Company Drug and Alcohol Program Manager (Mitchell Elliott).

IMPORTANT: DO NOT TRY TO DIAGNOSE ABUSE OR ADDICTION OR IDENTIFY THE SPECIFIC DRUG ASSOCIATED WITH THE EMPLOYEE'S BEHAVIOR OR APPEARANCE.