



## **Prohibition on Drug and Alcohol Use Policy**

**Alcohol and Drug Use:** Meridian Services, Incorporated prohibits the consumption or use of alcohol, drugs, including the abuse of prescription medications, or controlled substances during work hours.

Meridian Services, Incorporated also prohibits employee behaviors indicating the use of chemicals while on duty or coming to work under the influence, except in the case of the appropriate use of physician prescribed medications. Either instance will result in immediate disciplinary action, up to and including termination.

- a) **Policy:** It is the policy of this Department of Human Services (DHS) licensed provider Meridian Services, Incorporated to support a workplace free from the effects of drugs, alcohol, chemicals, and abuse of prescription medications. This policy applies to all of our employees, subcontractors, and volunteers (employees).
- b) **Procedures:**
  1. All employees must be free from the abuse of prescription medications or being in any manner under the influence of a chemical that impairs their ability to provide services or care.
  2. The consumption of alcohol is prohibited while directly responsible for persons receiving services, or on our property (owned or leased), or in our vehicles, machinery, or equipment (owned or leased), and will result in corrective action up to and including termination.
  3. Being under the influence of a controlled substance identified under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair an employee's ability to provide care or services to persons receiving services is prohibited and will result in corrective action up to and including termination.
  4. The use, sale, manufacture, distribution, or possession of illegal drugs while providing care or to persons receiving services, or on our property (owned or leased), or in our vehicles, machinery, or equipment (owned or leased), will result in corrective action up to and including termination.
  5. Any employee convicted of criminal drug use or activity must notify their supervisor no later than five (5) days after the conviction.
  6. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.
  7. The use, distribution, and sale of consumer's medications is prohibited, and will result in corrective action up to and including termination.
  8. The program's designated staff person: Stephen Hage, Chief Administrative Officer, will notify the appropriate law enforcement agency when we have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession while on duty during work hours. Where appropriate, we will also notify licensing boards.

**Drug and Alcohol Testing:** As a condition of employment and continuing employment, under certain circumstances employees may be required to submit to drug and alcohol testing.

a. **Circumstances:** Drug or alcohol testing may be required when this employer has a reasonable suspicion that an employee is currently abusing a drug or alcohol in violation of minimum licensing standards; or is under the influence of drugs or alcohol on the job; or has violated the employer's rules prohibiting the use, possession, sale or transfer of drugs or alcohol during the work or at the work site while performing job duties and responsibilities, operating a vehicle,



machinery or equipment; or has sustained a personal injury or caused another employee or a consumer to sustain an injury; or has caused a work-related accident or has operated a vehicle or machinery involved in a work-related accident.

b. Authority: The Chief Administrative Officer of Orion Associates must approve and coordinate the conditions under which any drug and alcohol testing of an employee is done.

c. Consequences: In the event that an employees' first drug test is positive, Meridian Services, Incorporated will give that employee the opportunity to participate in and to complete treatment. If the employee does not complete treatment, or if they have a subsequent positive drug test, Meridian Services, Incorporated will take disciplinary action up to and including termination.