



**Corporate
Human Resources**

Number:	PL-CORP-HR-019
Version:	001
Effective:	November 24, 2020
Updated:	July 12, 2021

Drug, Alcohol & Chemical Substance Abuse Policy

Prepared by: Donna Dubois

Policy Owner (Approved by): Krista Hebert

Compliance Review: Natalie Fasnacht

Department Review: Joe Lightfoot, VP

Purpose

The purpose of this policy is to provide clear, concise standards and compliance methods in regards to Drug, Alcohol and Chemical Substance Abuse.

Scope

This policy applies to the Acadian Companies workforce including but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors and temporary employees.

Policy

Drug and Alcohol Use

Acadian Companies is a drug-free workplace. Acadian Companies prohibits the possession, use, manufacture, distribution, storage, sale, or containment in an employee's system of illegal or prohibited drugs and / or alcohol during work hours while on company premises, customer property, and all work locations, or in a company-owned, rented / leased vehicle, vessel, or aircraft, or in a personal vehicle on company business.

Prohibited drugs include any non-prescribed drug, unauthorized drug (drugs which if taken may affect the safety of the employee, his / her co-workers or the work being performed while on duty), or alcohol.

If an employee reports to work under the influence of non-prescribed or unauthorized drugs or alcohol, uses non-prescribed or unauthorized drugs or alcohol during work time, or violates this policy in any manner, the employee will be subject to disciplinary action, up to and including termination.

Drug / Alcohol Testing

Under Acadian Company's drug testing policy, all current and prospective employees must submit to the drug and/or alcohol testing. Testing shall be conducted as follows:

Post Offer / Pre-Employment - Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by Acadian Companies is conditioned on the prospective employee testing negative for illegal / unauthorized substances.

Random Tests - Employees will be randomly selected on a non-discriminatory basis for periodic (random) drug and/or alcohol testing. Employees are to report 30 minutes plus travel time to a test site to submit a specimen once they are notified of the random test requirement.

Reasonable Cause / Suspicion - If an employee's behavior, appearance, or performance give reason to suspect that an employee has violated this policy, the employee may be required to submit to testing.

Return to Duty - Employees returning from a leave of absence or layoff of 30 consecutive days or more may be required to submit to testing.



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Post-Accident - In the event an employee is involved in an accident on the job in which (1) there is reason to suspect impairment; (2) a third party is involved; and/or (3) the incident results in personal injury and/or significant property damage, the employee may be required to submit to testing.

Pre-Access / Contractual Agreement - Some customers may require contract employees to present a negative drug and/or alcohol test prior to entering their property or performing work for them. In addition, contracts may require Acadian employees to submit to testing and / or searches. Such employees will be required to submit to testing. Testing methods may include, but are not limited to: urinalysis, blood analysis, hair follicle analysis, saliva swab test, breath can tube, and evidential breath testing (EBT) devices.

Procedures

Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

Any drug testing required or requested by Acadian Companies will be conducted by a laboratory licensed by the state. All expenses related to the initial test will be incurred by the company. However, repeat testing as a part of a disciplinary or review plan may be at the expense of the employee. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice at the expense of the employee and the laboratory must be licensed by the state.

If there is reason to suspect that the employee is working while under the influence of an illegal, non-prescribed or unauthorized drug, or alcohol, the employee will be suspended with or without pay (based upon the circumstance and at the discretion of the supervisor utilizing "high reliability" guidelines) until the results of the test are made available to Acadian Companies by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

If the screening results are positive, a second confirmation test is conducted. All positive test results are reported to the Medical Review Officer (MRO) for review and final disposition.

Refusal to participate in testing and /or the submission of adulterated samples or any attempt to alter samples will result in disciplinary action, up to and including termination.



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Assistance

Acadian Companies recognize that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. Any employee who requests treatment prior to the initiation of an investigation or testing may be referred for professional care. In such cases, follow-up reports from treating agencies and from the employee's Supervisor must indicate that rehabilitation is progressing satisfactorily. An employee who fails to respond to treatment and cannot perform job responsibilities satisfactorily may be subject to discharge. An employee who requests treatment at the time of a search, investigation, or test, or who is found to be in violation of this policy is not eligible for referral to professional care.

Contractors

All contractors will be required to submit to pre-access testing and expected to adhere to this policy while working for Acadian Companies. Any contractor, agent, or sub-contractor who violates this policy will be removed from the premises, and may be denied future entry.

Prescription and Over-the-Counter Medications

Employees must inform Acadian Companies in writing through their immediate supervisor when they are using any controlled substance or over-the-counter drugs that contain instructions, restrictions, or warnings indicating that the use of the drug may cause the employee to become impaired in the safe performance of their duties. If the use of the medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use the appropriate personnel procedures (e.g., notify supervisor, call in sick, use leave, request change of duty, etc.) to avoid unsafe workplace practices.

Medications containing any form of the following are prohibited within 8 hours of working or while working:

- Opioids (buprenorphine [Suboxone], codeine, fentanyl, hydrocodone [Lortab, Vicodin], morphine, oxycodone [Percocet], tramadol [Ultram, Ultracet], etc.)
- Benzodiazepines (alprazolam [Xanax], clonazepam [Klonopin], diazepam [Valium], lorazepam [Ativan], temazepam [Restoril], etc.)
- Muscle Relaxers (carisoprodol [Soma], cyclobenzaprine [Flexeril], metaxalone [Skelaxin], methocarbamol [Robaxin], etc.)
- Sedatives/Sleeping Pills (eszopiclone [Lunesta], zolpidem [Ambien], etc.)

Acadian Companies reserves the right to have its Medical Officer determine if any medication produces an effect which may increase the risk of injury to the employee, other employees or the community we serve. If such a finding is made, Acadian may restrict the work activity of the employee until the Medical Director advises on the employee's ability to perform their job duties is no longer affected.

Confidentiality

All testing results will remain confidential within the Company personnel necessary for review of any disciplinary action. Employees must sign a consent form prior to the release of results to any third party outside



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of the company, except that test results, without the consent of the employee, may be used in arbitration, administrative hearings, and court cases arising as a result of the employee's drug testing. Results will be sent to state or federal agencies as required by law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.

Acadian Company's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Revision Log

Version #	Description of Change	Revised By	Date
001	New Document Format; Addition of Purpose & Scope	Donna Dubois	07/12/2021