

# Substance Abuse Policy and Testing Program



## Drug Free Workplace

Federal and state legislation requires employers to provide a drug-free workplace and notify employees of the following:

- Unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the workplace or Omni Business Solutions, vendor, partner and client premises (including parking lots and recreation areas). Employees who violate such prohibition will be subject to discipline, including dismissal.
- As a condition of employment, you must abide by the anti-drug statement above and notify your manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

## Employee Drug Testing

Subject to applicable law, an employee may be tested for drugs and/or alcohol whenever Omni Business Solutions has reasonable suspicion that the employee is under the influence of drugs and/or alcohol in the workplace or has violated the substance abuse policy. Employees have the right to refuse to submit to drug or alcohol testing, however, an employee who does so will be subject to disciplinary action, up to and including dismissal. 'Refusal' shall include a failure to sign the appropriate pretest forms or failure to cooperate with the Omni Business Solutions Health Services medical professional. Employees have the right to provide an explanation for a positive result on a confirmed test and to request a retest of the original sample at their expense by a Department of Health and Human Services certified laboratory. Employees with confirmed positive test results will be subject to disciplinary action, up to and including dismissal. Omni Business Solutions may refer an employee for chemical dependency treatment or evaluation, and, where appropriate, may require the employee to undergo drug or alcohol counseling and rehabilitation. Omni Business Solutions will assist the employee in obtaining such treatment through Omni Business Solutions benefits program or the Employee Assistance Program. Omni Business Solutions may require periodic testing without prior notice during and following the evaluation and treatment period for up to two years. A confirmed positive test result during this period will result in disciplinary action, up to and including dismissal. Any concern regarding Omni Business Solutions Substance Abuse Policy and Testing program may be brought to the attention of Human Resources or site management.

## Right-to-Know

Federal law requires that any employee who works with chemicals, or regularly enters areas where chemicals are present, must have chemical safety training and access to information sheets for all chemicals in the area. If you are assigned a job working with chemicals – or which requires you to regularly enter an area where chemicals are present – and you have not attended a foundation chemical safety class, see your manager and make sure he/she is aware that you have not been trained before starting to work in the area.

## Safety and Health

Omni Business Solutions has a long tradition of excellence in the area of employee safety and health. There are many processes and procedures in place to meet these objectives, including meeting applicable regulatory requirements. Additional information on these subjects, including the outlining of the rights and responsibilities of employers and employees to promote safety in the workplace can be found in the Omni Business Solutions Employee Handbook.

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In addition to federal and state law requirements, you should know that Omni Business Solutions is committed to providing its employees with a safe, healthy, and productive work environment. Toward that end, Omni Business Solutions has established a comprehensive policy which expressly prohibits the manufacture, use, dispensation, distribution, sale, or possession of illegal drugs and/or non-medically prescribed controlled substances on Omni Business Solutions premises or any other Omni Business Solutions work environment, including but not limited to any customer site, Omni Business Solutions owned or leased vehicle, or other locations where Omni Business Solutions business is being conducted.

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Alcoholic beverages are not permitted on Omni Business Solutions premises unless specifically approved for use at an Omni Business Solutions -sponsored function or event by the human resources manager. The Human Resources Department or your manager will be happy to discuss the details of this policy with you. Omni Business Solutions recognizes the health implications of drug/alcohol abuse by its employees and considers these conditions treatable illnesses. If you feel your job performance or personal well-being is being affected by use of such substances, Omni Business Solutions encourages you to seek help by contacting your manager, the Omni Business Solutions Integrated Health Services department, or, if you are a regular employee, the Employee Assistance Program.

A drug free environment is vital to Omni Business Solutions, the safety of its workplace, the quality of its offering, the productivity of its employees, the interest of its customers, and the general public. In order to achieve a drug free environment, Omni Business Solutions has adopted the following substance abuse policy:

The manufacture, use, dispensation, distribution, sale or possession of illegal drugs and/or non-medically prescribed controlled substances on Omni Business Solutions premises or any other Omni Business Solutions work environment, including but not limited to any customer site, Omni Business Solutions owned or leased vehicle, or other locations where Omni Business Solutions business is being conducted is prohibited. Employees who violate this policy are subject to disciplinary action.

Name: Last \_\_\_\_\_, First \_\_\_\_\_, MI \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Hire \_\_\_\_\_

**I acknowledge that I have read the above drug policy statement and have received a copy of Omni Business Solutions Substance Abuse Policy and Testing Program.**

Signature \_\_\_\_\_ Date \_\_\_\_\_