



**Reviewed:** March 15, 2018

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**Original Policy Created:** September 7, 2000

**Scope:** Printron Employees and Applicants

This policy establishes guidelines to provide a safe, healthy, quality-oriented, and productive work environment for employees and other individuals doing business with Printron. Printron employees and applicants are subject to this policy while they are in facilities or on property owned, controlled, or operated by Printron including operating motor vehicles for Printron business. This policy outlines the practice and procedure designed to correct instances of identified drug or alcohol use in the workplace.

### **Prohibited Actions**

Employees under the influence of drugs or alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the individuals. Whenever employees are working, operating any Printron vehicle, present on Printron premises, or conducting Printron-related work off-site, they are prohibited from:

- using, possessing, buying, selling, manufacturing, distributing, or dispensing drugs or alcohol (including the possession of drug paraphernalia);
- being under the influence of drugs or alcohol (including authorized medicinal and recreational marijuana where legal in applicable states, unless otherwise permitted by law);
- using other chemical substances that may affect an individual's mood, responses, motor functions, or alter or affect a person's perception, performance, judgment, or reactions; and
- using or being under the influence of medications prescribed for another individual or not using the prescribed medication in accordance with the prescription.

Employees who engage in any of these prohibited actions may be subject to corrective action, up to and including termination of employment.

In addition, the presence of any detectable amount of any illegal drug, controlled substance, or alcohol in an employee's system while the employee is on work time, conducting Printron business, or on Printron property is prohibited (except certain lawful use of medications as described in this policy) and may be subject to corrective action, up to and including termination of employment.

### **Exemptions and Reasonable Accommodations**

Printron recognizes that prescriptions and over-the-counter medications may fall within the above prohibitions. Please note, if an employee's use of medications make him or her a danger to themselves or to others in the performance of an employee's essential job functions, the employee must report such impairment to Human Resources. It is an employee's responsibility to consult with a medical professional to determine the effect, if any, the use of medication may have on his or her ability to safely perform his or her job. Failure to declare the use of such medication may result in corrective action, up to and including termination of employment. Employees should not, however, disclose underlying medical conditions unless directed to do so. Upon notification of job limitations, Printron will make efforts to accommodate the limitation, to the extent required by law. Printron will not allow any employee to perform his or her job duties while taking medications that adversely affect the employee's ability to safely and effectively perform his or her job duties, to the extent permitted by law. The employee may be subject to provisions of Printron's leave of absence policy.

### **Testing**

Post offer, Pre-Placement

All applicants must have a negative post offer, pre-placement drug test before beginning work. A positive test result or a refusal to submit to testing will result in disqualification for further employment consideration and rescission of the employment offer.

Persons working on a short-term temporary basis through an employment service will not be subject to post-offer, pre-placement testing but are subject to all other provisions of this Policy. Such persons will, however, be required to successfully complete a drug test; (1) if offered a position by Printron as a Printron employee, or (2) if on a temporary assignment in a position for which Printron is considering hiring the person.

#### Reasonable Suspicion

Employees are subject to testing if Printron has a reasonable suspicion that an employee is in violation of this policy. Such suspicion may be based upon (but not limited to) observations by supervisor or manager of apparent use of, possession of, or impairment due to drugs or alcohol. The Human Resource Manager, Plant Manager, or President shall be consulted before sending an employee for "reasonable suspicion" testing. All levels of supervision and management making this decision shall utilize the "Observation Checklist" to document specific observations of behaviors that create a reasonable suspicion that an employee is under the influence of drugs or alcohol. If the results of the "Observation Checklist" indicate further action is justified, the supervisor or manager, along with another member of management, shall confer with the employee regarding the documentation and arrange for the employee to be tested for drugs and/or alcohol.

Under no circumstances will the employee be allowed to drive him or herself to the testing facility. A supervisor or manager must provide for, or make arrangements for, transport and must escort the employee. The supervisor or manager will make arrangements for the employee to be transported home from the testing facility.

#### Post Accident

Employees may be subject to testing when they are involved in a work-related accident including but not limited to instances involving a work-related accident or injury in which an employee operating a motorized vehicle (including, but not limited to, a fork truck or Printron delivery vehicle) is involved in the accident if Printron has a reasonable basis to believe that drug or alcohol use by the employee contributed to the accident. All employees involved in an accident or in any incident resulting in injury or damage to property are expected to properly notify their supervisor so that arrangements for testing can be made.

#### Diluted Test Results and Sample Failures

If a test result is a negative diluted test or if the sample provided cannot be tested because it falls outside testing parameters, the employee or applicant will be required to retest within a given timeframe. Regardless of the result, the second test result is the result to which the Policy will apply. If the employee or applicant refuses to test a second time or within the required timeframe, the refusal shall be considered a "refusal" to test, as stated in this Policy, and the employee may be subject to corrective action, up to and including termination of employment, and the applicant's offer of employment will be rescinded.

### **Consequences**

#### Positive Test Result

Printron will rescind the offers of employment to applicants who test positive for drugs. Any such individual may reapply for positions that subsequently become available at Printron. Any subsequent job offer to an applicant who reapplies with Printron following a rescission of a prior job offer pursuant to this policy shall be conditioned upon (a) the applicant demonstrating that he or she has successfully completed a substance abuse counseling and rehabilitation program and (b) the applicant passing a post-offer, pre-placement drug test.

Employees who test positive for drugs or alcohol will, to the extent permitted by law, may be subject to corrective action, up to and including the termination of employment.

Notwithstanding the foregoing, employees located within Minnesota who test positive for marijuana solely resulting from the proper use of a legal subscription will be evaluated in the same way as the proper use of any other legally prescribed drug.

## Follow Up

Depending upon the circumstances and the employee's work history, Printron may offer an employee who has tested positive or has otherwise violated this Policy the opportunity to return to work on a last chance basis, which could include follow-up testing at times and frequencies determined by Printron for a minimum of one (1) year but not more than two (2) years and mandatory participation in a Printron approved rehabilitation program. If the employee does not (i) complete his or her rehabilitation program or (ii) tests positive at any time after completing the rehabilitation program, the employee may be subject to immediate termination of employment.

## Refusal to Test

Printron will rescind the offers of employment to applicants who refuse to cooperate in a drug test and Printron will not hire such applicants in the future on this basis.

Employees who refuse to cooperate in required drug and/or alcohol tests will need to complete the "Refusal to Test" form and may be subject to corrective action, up to and including termination of employment.

## General Practices

### Wages

Employees will be paid for the time spent in drug and/or alcohol testing but will be suspended without pay pending the results of the drug and/or alcohol test. After the results of the test are received, a date and time will be schedule with the employee to discuss the results of the test. This meeting will include a member of management and the Human Resources Manager. Should the test results prove to be negative the employee will receive back pay for the applicable period of unpaid suspension. Employees, however may be subject to corrective action to the extent their conduct violated any of Printron's other policies.

### Confidentiality

Information and records relating to test results, drug and alcohol dependencies, and medical information shall be kept confidential to the extent required by law and maintained in secure files separate from employee files. Such records and information may only be disclosed among managers and supervisors on a need-to-know basis or as otherwise permitted by law.

### Inspections

Printron reserves the right to inspect all portions of its premises and property for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate with inspections of work areas and personal property that might conceal drugs, alcohol, or other contraband. Employees found to possess drugs, alcohol, or other contraband or who refuse to cooperation with such inspections may be subject to corrective action, up to and including termination of employment. Employees should have no expectation of privacy in their work areas and in other areas of Printron property.

## Employee Assistance Program

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources for help for drug or alcohol problems is available from the Human Resources Department. Printron provides an Employee Assistance Program for those who seek assistance.

The moderate use of alcohol at Printron approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy.

Printron reserves the right to change this Policy at any time, with or without prior notice. Nothing in this Policy is to be construed as a contractual obligation or employment agreement, and this Policy does not change the at-will nature of the employee's employment relationship.