Purpose: To create a safe working environment for our employees, patients and visitors the Hospital prohibits possession of, use of, or being under the influence of alcohol or illegal drugs or other controlled substances during working hours, on Hospital property, in any facility maintained by the Hospital, or in Hospital-supplied vehicles.

Scope

Persons subject to the terms of this policy and the testing procedures are as follows:

A. All employees of the Hospital and its subsidiaries.

B. All employees of temporary employee agencies or employee leasing services assigned to perform work for or on behalf of the Hospital or its subsidiaries.

C. All employees of contractors providing services at Hospital locations or at other locations on behalf of the Hospital.

D. All applicants for employment with the Hospital and its subsidiaries.

Use of Over-the-Counter Medicine and Authorized Use of Prescribed Medicine

Employees using over-the-counter medication or medication prescribed by a physician are expected to discuss potential side effects with a physician. An employee using any drug which may alter his or her physical or mental ability must report this treatment to their supervisor, who will determine whether the Hospital should temporarily change the employee's job assignment during the period of treatment.

If an employee tests positive as a result of a prescribed drug, the manager may request the employee to leave work until the employee can satisfactorily perform his or her duties. Employees requested to leave under this provision may be eligible for sick pay.

Prohibitions

The Hospital's policy prohibits the following:

A. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs on Hospital premises or Hospital business, in Hospital-supplied vehicles, or during working hours.

B. Unauthorized use or possession, or any manufacture, distribution, dispensation, or sale of a controlled substance on Hospital premises or any facility maintained by the Hospital, in Hospital-supplied vehicles, or during working hours.
C. Use, manufacture, distribution, dispensation, possession, storage, or any sale of alcohol or illegal
drugs or controlled substances on Hospital premises or Hospital business, in Hospital-supplied
vehicles, or during working hours.

D. Being under the influence of alcohol or a controlled substance or illegal drugs on Hospital
premises or Hospital business or at any facility maintained by the Hospital, in Hospital-supplied
vehicles, or during working hours.

E. Use of alcohol off Hospital premises that adversely affects the individual's work performance, his
own or others' safety at work, or which the Hospital regards as adversely affecting its reputation in
the community or with its customers.

F. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off Hospital
premises.

G. Switching, tampering with or adulterating any urine, blood, or other sample submitted for testing.

H. Refusing consent to testing or to submit urine, blood, or other sample for testing when requested
by management in accordance with this policy.

I. Refusing to submit to a search when requested by management in accordance with this policy.

J. Failure to adhere to the requirements of any alcohol or drug treatment or counseling program in
which the employee is enrolled.

K. Arrest or conviction under any criminal drug law.

L. Arrest or conviction under any law prohibiting driving under the influence of alcohol or other
drugs.

M. Failure to notify the Hospital of any arrest or conviction under any criminal drug law or laws
prohibiting driving under the influence of alcohol or other drug, within five (5) days of the arrest
or conviction.

N. Refusing to sign a statement agreeing to abide by the Hospital's Alcohol and Drug Abuse Policy.

O. Refusing consent or refusing to submit to pre-employment testing.

P. Nothing contained in this policy shall prohibit the responsible use of alcohol at events sponsored
or authorized by the Hospital on premises or Hospital business.

**Searches**

A. Whenever the Hospital has reason to believe that an employee's work performance or on-the-job
behavior may be affected by alcohol or drugs, the Hospital may search the employee, the
employee's locker, desk, or other Hospital property under the control of the employee, as well as
the employee's personal effects or automobile on Hospital property or any facility maintained by
the Hospital.

B. Whenever the Hospital has reason to believe that an employee possesses alcohol or drugs on
Hospital premises, the Hospital may search the employee, the employee's locker, desk, or other
Hospital property under the control of the employee, as well as the employee's personal effects or
automobile on Hospital property or any facility maintained by the Hospital.
Consequences For Violation of This Policy

A. Violation of the Hospital's Alcohol and Drug Abuse Policy may result in severe disciplinary action, including discharge, at the Hospital's sole discretion.

B. In addition to any disciplinary action, the Hospital may, in its sole discretion, refer the employee to a treatment and counseling program for alcohol or drug abuse. Employees referred to such a program by the Hospital must immediately cease any alcohol or drug abuse, must subject themselves to periodic unannounced testing for a period of twenty-four (24) months, and must comply with all other conditions of the treatment and counseling program. The supervisor shall determine whether an employee it has referred for alcohol or drug treatment and counseling should be temporarily reassigned to another position.

C. The Hospital will promptly terminate any employee who tests positive for alcohol or drugs while undergoing treatment and counseling for alcohol or drug abuse, regardless of whether such treatment and counseling is voluntary or required by the Hospital.

D. The results of, or an employee’s refusal to submit to any chemical/drug/alcohol test described herein may, in addition to any disciplinary action imposed, disqualify an employee from receiving compensation and benefits under Ohio’s workers’ compensation laws.

Testing

A. Whenever the Hospital has reason to believe that an employee's work performance or on-the-job behavior may be affected in any way by alcohol or drugs, the Hospital may require the employee to submit a urine, blood, or other sample for testing. The supervisor must review and complete the Manager Guide for Requesting a Fitness for Duty Examination (form #6620-060).

B. The Hospital will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.

C. Employees subject to testing must sign an approved form (form #6620-058) consenting to the testing and consenting to the release of the test results to the Hospital. Refusal to sign the consent form will be considered refusal to be tested and will result in discharge and may result in denial of workers’ compensation benefits. If the employee refuses to sign the consent form, the employee will be asked to sign the Refusal to Submit to Drug & Alcohol Test (form #6620-059).

D. The Hospital, prior to taking any action, will give all applicants and employees who test positive the opportunity to explain in writing the test results.

Types of Testing

All employees are subject to the following types of testing:

A. Employment and Pre-access Testing

All applicants intended for hire must be tested for use of alcohol or drugs. The Hospital will not hire or contract for hire any person as an employee unless that person passes an alcohol and drug screen.
B. Reasonable Suspicion Testing

Alcohol and drug testing of employees will be conducted whenever the Hospital has reason to believe an employee may test positive or that an employee’s work performance or on-the-job behavior may be affected in any way by alcohol or drugs. The decision to test will be based on specific physical, behavioral, or performance indicators of possible alcohol or drug use. For example, repeated errors on the job, regulatory or Hospital rule violations, suspicious accidents, or unusual time and attendance patterns, could provide evidence to test an employee based on reasonable cause. The Hospital may require the employee to submit a urine, hair, blood or other sample for testing. Because alcohol does not remain in the body for extended periods of time, testing will be done as soon as possible. Any employee who is tested will immediately be placed on suspension pending test results. If an employee who is subject to post-accident testing is conscious, and refuses to be tested, that person will immediately be placed on suspension, pending disciplinary action. An employee who admits a violation of this policy need not be tested in order for corrective action to be taken.

Privacy and Confidentiality

Information regarding an individual's testing results or rehabilitation will not be released to anyone outside the Hospital without the written authorization of the tested individual, upon the request of Federal/State agency officials as part of an accident investigation or under other legal compulsion.

The Hospital will not release an employee's rehabilitation or testing results to a subsequent employer without the employee's written consent.

EMPLOYEE ASSISTANCE

This drug and alcohol policy is intended to promote a safe working environment. Our goal is to eliminate the problem, not punish the employee who needs and wants help.

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation; economic return to the Hospital; and reduced personal family and social disruption. The Hospital encourages the earliest possible diagnosis and treatment efforts. Whenever feasible, the Hospital will assist employees in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employee's responsibility.

Employees with personal alcohol or drug abuse problems should request assistance from their supervisor. The Hospital will provide assistance on a confidential basis and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request assistance in dealing with an alcohol or drug abuse problem may do so without jeopardizing their continued employment with the Hospital, provided they strictly adhere to the terms of their treatment and counseling program, which will provide, at a minimum, for the immediate cessation of any abuse of alcohol or drugs and for periodic unannounced testing for a twenty-four month period following enrollment in the program.

Any employee subject to discharge for use of alcohol or a controlled substance who has an otherwise good work record may be considered for suspension without pay provided they strictly adhere to the terms of their treatment and counseling program, which will provide, at a minimum, for the immediate cessation of any abuse of alcohol or drugs and for periodic unannounced testing for a twenty-four month period following enrollment in the program.

Requests for assistance will not prevent disciplinary action for violation of Hospital policies.

The Hospital's Group Benefits Program may have provisions for alcohol and drug abuse rehabilitation programs. Employees should refer to their Group Benefits Plan booklet for specific details.
An employee entering a treatment program either as a result of a positive test result or self-identification, shall be required to enter into an agreement with the hospital with regard to the terms and conditions of that program and their return to work. Treatment in lieu of termination is to be offered only once to each Van Wert County Hospital employee. Any employee, following treatment in lieu of termination for a drug or alcohol problem, as a condition for continued employment must sign a Re-Entry Agreement (form #6620-062). Failure to sign the Agreement or comply with its provisions will be grounds for termination.