



UIC CORPORATE HANDBOOK

UIC CORPORATE POLICY ON DRUGS AND ALCOHOL

UIC-HSET-2-5-304 Rev. 1

PURPOSE

The purpose of the Drugs & Alcohol Abuse Prevention policy is to ensure the safety, health, and well-being of UIC's and its family of companies' employees and all people who come in contact with its workplace(s) and property, and/or use its products and services. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, UIC is committed to assuring a drug-free working environment for all of its employees.

SCOPE

All Employees of UIC and their family of companies are subject to drug and alcohol testing as permitted by Federal and State law.

POLICY STATEMENT

UIC, in concert with the Board of Director's Alcohol and Drug Policy, strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, UIC prohibits the abuse of alcohol and prescription drugs.

Drug and Alcohol Testing

UIC asserts its legal right and prerogative to test any employee for substance abuse. Employees as requested may need to submit to a medical examination and / or to submit to urine, blood, saliva, breath, and / or hair testing for drugs or alcohol. Employee acceptance of medical examinations and testing, when requested by UIC, is a mandatory condition of employment.

The refusal to submit to such medical examinations and tests; will be considered by UIC to be equivalent to a confirmed "positive" test, which constitutes a violation of UIC policy and will be handled in accordance with the UIC Corrective Action Policy (UIC-HR-2-6-026).



UIC CORPORATE HANDBOOK

Prohibited Conduct:

UIC strictly prohibits the use or possession of alcohol and drugs (except in instances in which the individual has current medical prescription for the drug) while operating UIC-owned equipment, while conducting official UIC business (for example, attending Board or Board Committee meetings or while performing duties during working hours), and whenever present on UIC-controlled premises.

Furthermore, UIC prohibits the use of UIC funds for the purchase of alcohol or drugs at any venue or in any setting. However, UIC does allow UIC employees, officers, and directors to use or possess alcohol (but not drugs, except for those instances in which the individual has a current medical prescription) in other venues or settings (such as at public functions or in public places), as long as UIC funds are not expended for the purchase of the alcohol. While use and possession of alcohol at these public venues and settings is permitted, abuse of alcohol is prohibited. Abuse of alcohol means imbibing alcohol to the extent that it impairs good judgment or leads to inappropriate conduct or behavior.

Conditions / Circumstances for Testing

1. Pre-employment – The testing of job applicants after extending an offer but prior to commencement of employment. All new hires - and re-hires of regular full-time or part-time employees - are required to submit to a pre-employment drug test. Failure to pass this drug test shall result in denial of Employment.
2. Safety-sensitive positions – Related to positions in which hazardous situations can occur due to employee conduct.
3. Security-sensitive positions - Related to national security or relating to those employees with access to large amounts of cash or valuables, or carrying firearms.
4. Post-accident - As part of an investigation of a bodily injury and / or property damage incident.
5. Follow up - After a Non Work Related (NWR) return to work - and/or during any rehabilitation process if employment is uninterrupted.
6. "Reasonable suspicion" - Based on supervisor referral to HR which arise suddenly or problems which may arise progressively in the workplace; potentially based on such developments as excessive absenteeism, frequent accidents, observance of drug paraphernalia at an Employee's work station, erratic behavior, or declining performance.
7. Regulatory (to include DOT standards) and/or contractually required – See contract
8. Periodic, announced - As part of an annual physical
9. Random, unannounced - all employees are on notice that they may be called at any time - by a Neutral selection process - to be tested).



UIC CORPORATE HANDBOOK

10. Sweep - A company or site wide collection in which all employees must participate. If an employee is on vacation or R&R, s/he may be subject to a collection as soon as practicable after returning to work and/or the job site.

Notification of Criminal Convictions

Any employee convicted of a violation of a criminal drug or alcohol statute; that is workplace-related must notify UIC in writing within one calendar day of the conviction. *[This provision is required for most federal contractors and all recipients of federal grants under the Drug-Free Workplace Act of 1988.]*

Searches

When UIC has any reason to believe that an employee is violating any aspect of this policy, employee may be asked by the Corporation to submit immediately to a search or inspection at any time (including during breaks and the lunch period) while on Corporate premises or on any client property.

Entry onto Corporate premises constitutes consent to searches and inspections. An employee's refusal to consent to a search or inspection when requested by UIC constitutes a violation of corporate policy and will be handled in accordance with the UIC Corrective Action Policy (UIC-HR-2-6-026). Authorization must be obtained from Human Resources prior to conducting an employee search or inspection.

Employee Assistance

UIC urges individuals with substance abuse problems to seek help, and the Corporation is committed to providing assistance in this regard. UIC considers drug addiction and alcoholism to be treatable diseases.

The goal of UIC's policy on Employee Drug and Alcohol Abuse is not only deterrence, it also is detection and treatment. UIC therefore makes available to all employees a confidential employee assistance program (EAP)(UIC-HR-1-5-001) with the ultimate goal of rehabilitation.

This program is available at no cost [or "low cost"] to employees ["and their dependents"], and includes initial assessment, referral, and counseling. The EAP includes family support, counseling, and re-enforcement, all of which can be critical to the successful rehabilitation of a substance abuser.



UIC CORPORATE HANDBOOK

Any subsequent treatment after referral from the Corporate EAP program to an outside treatment provider may be covered under the employee's health care coverage. The costs of continuing or long-term rehabilitation services, whether or not covered by the employee's medical plan, are the ultimate responsibility of the employee.

General Responsibility and Applicability

Substance-abuse prevention is everyone's responsibility. UIC expects all of its employees to recognize and accept this responsibility, and to do their part in ensuring that, working together, we can achieve and maintain a drug-free working environment for all UIC employees. This policy applies equally to all UIC personnel, no matter what position or employment status.

Discipline

Any violation of this policy will be handled in accordance with the UIC Corrective Action Policy (UIC-HR-2-6-026) and may be referred for criminal prosecution.

EXCEPTIONS

Exceptions to this policy are only permitted by the President and CEO.

Applicable and Reference Documents

1. Substance Abuse & Mental Health Services Administration (SAMHSA) [SAMHSA - Substance Abuse and Mental Health Services Administration](#)
2. Division of Workplace Programs (DWP) - Drug-Free Workplace Programs [Drug-Free Workplace Programs | SAMHSA](#)

REVISION HISTORY

Revision	Change Description	Author / Revised By	Approved By	Effective Date
1	Original issue	Corp. Sr. Director HSET Christopher J. Monetta	CEO/President Delbert J. Rexford SOF	7/26/2018