



**MARY T. INC.  
HUMAN RESOURCES POLICY MANUAL**

**POLICY TITLE:** Drug Free Workplace  
**APPLIES TO:** All Employees  
**REVISED BY:** Human Resources

**POLICY #** 413  
**EFFECTIVE:** 10/2002  
**REVISED:** 03/12, 8/14  
**PAGE:** 1 of 2

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**POLICY PURPOSE:**

It is the policy of Mary T. Inc. that the use, possession, transfer, or sale of alcohol or drugs, including marijuana, illegal drugs, or other controlled substances, or the illegal or improper use of prescription drugs or chemical agents on Mary T. Inc. premises, while on the job, while responsible for person receiving services, in a parking area, storage facility, or job site is prohibited.

**POLICY PROCEDURE:**

The possession, use, or sale of alcohol, chemical agents, unauthorized or illegal drugs, prescription drugs, or the misuse of any legal drugs on Company premises, while responsible for persons receiving services, or while operating Mary T. Inc. vehicles, equipment, machinery, or while on Company business, is prohibited and will constitute grounds for termination.

Any employee under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on Mary T. Inc. premises or while operating Company vehicles, machinery, or equipment, or while on Company business, will be subject to disciplinary action including termination. This includes the use of prescription or over-the-counter drugs that may impair judgment or performance. Each employee is responsible for promptly reporting to their supervisor any use of prescribed or over-the-counter medication which may affect the employee's judgment, performance or behavior **before** attempting to operate Company vehicles, equipment, machinery, or tools, or before providing services.

Mary T. Inc. and its affiliates will establish such procedures as it finds necessary to effectively enforce this policy. This may include a requirement that employees at a facility cooperate in a search of the facility or of the persons at the facility when there is reason to believe drugs or alcohol are present, when performance is impaired, or when behavior is considered erratic. **Refusing to cooperate with these procedures may be cause for disciplinary action, including termination.**

Supervisors are to be vigilant in observing if illicit drugs may be on the premises, are being used by employees, or if an employee(s) is working under the influence of chemical agents, including, but not limited to, alcohol, illicit drugs, and/or prescription drugs. Supervisors are also to be vigilant in observing if any reasonable suspicions exist that might indicate any illegal trafficking in drugs is taking place on Company grounds, in any Company facility, or by any Company employee. Supervisors are **not** to assume the role of law enforcement officers. Rather, they are to report their suspicions to:

- the Human Resources Department at 763-754-2505;
- the Emergency Pager (*when the Central Office is closed*) at 612-660-8614; or
- Law Enforcement will be notified when we have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession while on duty during work hours.

The supervisor may call the Company's Employee Assistance Program (EAP) at 612-332-4805, or toll free at 1-800-367-3271, for confidential assistance in dealing with the problem. (This is a 24-hour service.)

**Employee Assistance Program (EAP):**

Any employee may discuss any concerns related to their personal or professional lives confidentially with a representative of the Company's Employee Assistance Program. If necessary, a medical leave may be approved in situations involving residential treatment for chemical dependency.

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**Drug Testing Program:**

In situations as described below, the Company may request as a condition of continued employment that certain individuals falling into a defined class submit to drug testing.

**Conditions Leading to a Decision to Conduct Drug Testing**

- Regulatory requirements that mandate pre-employment and/or periodic testing such as for Department of Transportation for vehicle operation.
- Testing for cause as when a controlled substance is found on the premises. In such a case, all staff assigned to the location would be tested.
- In the case of a vehicular accident with a Company vehicle or in an instance where clients were in the vehicle and there is reasonable suspicion that the driver may have been impaired at the time of the accident.
- Employees are subject to testing when they cause or contribute to accidents that seriously damage a Mary T. Inc. vehicle, machinery, equipment, or property and/or result in an injury to themselves, another employee or person being served requiring off-site medical attention. A probable belief circumstance will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*
- Substantial behavior that raises issues of client or staff safety.