

POLICY

Intrastaff prohibits the unlawful and/or unauthorized manufacture, distribution, misappropriation, dispensation, possession or use of controlled substances, illegal drugs and alcohol in the workplace. Reporting to work under the influence of any such agent is also prohibited.

Any Intrastaff employee exhibiting symptoms or behavior generally associated with substance/alcohol abuse and/or displaying physical indicators, may be asked to undergo a health screening. Failure to comply may lead to discharge. Positive test results may lead to condition of continued employment (disciplinary action) or discharge.

Occupational Health Services (OHS)

OHS is responsible for administering post-offer, pre-employment drug screens and testing for the unauthorized use of controlled substances, drugs or alcohol. OHS will communicate clearance/deferral/unqualified results to Intrastaff.

Testing and Health Screening

A supervisor who has reason to believe that an employee may be under the influence of a controlled substance based on observations (such as the odor of alcohol or marijuana, or unusual behavior) must take the following action:

- A. Notify Intrastaff.
- B. Advise the employee in private that he/she will be required to submit to testing and that he/she will be immediately suspended pending an investigation that could lead to discharge until the medically reviewed clinical laboratory results are returned.
- C. The employee will be escorted by the manager or designee to the testing site.
- D. Inform the employee that if the test results are negative, he/she will be reimbursed for lost time.
- E. If the employee refuses to submit to drug/alcohol testing, take the following action:
 1. Advise the employee that he/she will be suspended subject to discharge.
 2. Seek counsel from JHHS HR Consulting immediately.

Post-Offer Pre-Employment Screening

All candidates for employment will be screened for the presence of controlled substances and alcohol as part of the post-offer, pre-employment medical screening. Individuals

Johns Hopkins Medical Management Corp/Intrastaff Policy & Procedure	<i>Substance Abuse Policy</i>	<i>Effective Date: Immediate</i> <i>Page 2 of 2</i>
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who test positive will be denied employment; any existing offers of employment will be rescinded.

NOTE: Applicants in recovery who have completed a rehabilitation program or can show evidence of compliance with a rehab program, will be considered for employment. Any urine specimen positive for a drug other than Methadone following medical review may be grounds for denial of employment.

Intrastaff may notify professional licensing and/or certification boards, and state and federal agencies of positive employee test results and/or convictions the employee may have for the sale or distribution of illegal drugs, as required by law, as stipulated in grants or contracts, or as deemed appropriate by professional staff members.

Intrastaff will also notify certain licensing boards which require notification of an employee's participation in a rehabilitation or substance abuse monitoring program if an employee terminates his/her employment **prior** to the completion of the program.

APPROVAL:

Bonnie S. Windsor
Director, Intrastaff

4-20-09
Date