

## **DRUGS AND ALCOHOL IN THE WORKPLACE**

**Policy Number: 103GS**

**Effective Date: 6/1/16**

**Revised Date: 6/20/17, 2/4/19, 11/09/2020**

### **Scope**

This Policy on Drugs and Alcohol in the Workplace applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

### **Purpose**

The purpose of this policy is to provide for an environment free of the influence of drugs and alcohol, and to comply with the federal Drug-Free Workplace Act.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

### **Policy**

The SGC believes that a safe working environment requires that Covered Individuals be unimpaired by drugs and alcohol. A Covered Individual under the influence of drugs or alcohol can endanger his/her safety and the safety of other Covered Individuals and those in the community, as well as jeopardize the SGC's operations. Any Covered Individual whose job performance, conduct, or association with the SGC is, in administration's reasonable view, adversely affected by current alcohol use or the use of drugs may be subject to testing for alcohol, illegal drugs or controlled substances, discipline, and/or referral to a substance abuse assistance or rehabilitation program; may be removed from premises; and/or may be terminated from employment or educational programs.

For purposes of this policy, "illegal drugs" means narcotics, opiates, hallucinogenics, any prescription drug for which the individual does not have a prescription and other controlled substance.

### **Illegal Drugs**

No Covered Individual shall be permitted on premises under the influence of, or with detectable levels of, illegal drugs. The manufacture, distribution, dispensation, possession, use, sale or offer to sell, purchase or attempt to purchase, receipt or transportation of illegal drugs, while on SGC premises or while engaged in SGC business, is prohibited. Any Covered Individual engaging in such conduct may be subject to discipline, including termination from employment or educational programs, and/or satisfactory participation in a substance abuse assistance or rehabilitation program. In addition, the Covered Individual may be referred to law enforcement authorities for prosecution.

Covered Individuals should be aware that any visitor, vendor or other third party who manufactures, distributes, dispenses, possesses, uses, sells or offers to sell, buys or attempts to buy, receives or transports illegal drugs, while conducting business with or for SGC, or while on

SGC property, will be immediately removed from SGC premises/business. In addition, the individual may be referred to law enforcement authorities for prosecution.

The foregoing paragraphs do not apply to the possession and use of legally prescribed controlled substances that may affect their ability to safely and effectively perform their job. However, Covered Individuals who use such substances may be individually assessed as to whether or not they can safely and effectively perform the essential functions of their position.

Any Covered Individual who is convicted of any criminal drug statute due to a violation occurring at the SGC premises must notify the Dean of the conviction, in writing, no later than 5 days after the conviction. Failure to report such a conviction will result in removal from premises. The SGC will notify the requisite federal agency, if applicable, in accordance with federal law within 10 days of such notice. The SGC will also discipline the Covered Individual, including possible termination from employment or educational programs, and/or require satisfactory participation in a substance abuse assistance or rehabilitation program.

### **Alcohol**

No Covered Individual shall be permitted on SGC premises under the influence of, or with detectable levels of, alcohol. Covered Individuals who violate this section may be subject to discipline, including termination from employment or educational programs, and/or satisfactory participation in a substance abuse assistance or rehabilitation program. This section does not apply to authorized, moderate use or possession of alcohol by Covered Individuals, aged 21 or over, at onsite or offsite events sponsored by the SGC.

### **Testing for Cause**

The SGC may require “for cause” drug and alcohol tests of current Covered Individuals. The following items constitute “cause”:

- When the SGC reasonably suspects a Covered Individual of using illegal drugs or alcohol, of being under the influence of illegal drugs or alcohol, or of having detectable levels of illegal drugs or alcohol in his or her system.
- When a Covered Individual apparently contributes to an on-the-job accident involving personal injury or property damage.
- When the SGC reasonably suspects a Covered Individual of manufacturing, distributing, dispensing, possessing, using, selling or offering to sell, buying or attempting to buy, receiving, or transporting illegal drugs while on the premises or while engaged in SGC business.
- When the SGC has reason to believe that during a prior drug or alcohol test the Covered Individual provided a contaminated or altered sample for the drug or alcohol test.
- When a Covered Individual has previously refused to take a drug or alcohol test at the appointed time.
- As part of a follow-up program when the Covered Individual has been disciplined or required to seek treatment or counseling for a violation of this policy. (Such tests may be conducted without notice for a period of six months following the later of the violation or the Covered Individual’s return to work if the violation resulted in suspension, counseling,

or rehabilitation and, absent renewed cause, no more than six tests will be given during the six-month period.)

If the Covered Individual refuses to submit to drug and alcohol testing, the Covered Individual may be subject to discipline, including termination from employment or educational programs. If the test sample shows any evidence of adulteration or tampering, the Covered Individual may be subject to discipline, including termination from employment or educational programs. If the Covered Individual tests positive, the Covered Individual may be subject to discipline, including termination from employment or educational programs, and/or encouraged to undergo treatment. (In cases where the SGC offers the Covered Individual continued association, it is subject to the Covered Individual's successful completion of a medically supervised drug and/or alcohol rehabilitation program acceptable to the SGC. Such completion and a release to return to work must be documented to the SGC satisfaction.) Any Covered Individual who refuses treatment or who continues to violate this policy after completing a treatment program will be subject to discipline, including termination from employment or educational programs.

### **Searches**

The SGC reserves the right to search a Covered Individual, his/her personal effects and vehicle while on SGC property, if the SGC reasonably suspects the presence of drugs or alcohol. Failure to consent to a search will result in removal from premises and discipline, including termination.

### **Confidentiality**

To the extent possible, and in compliance with applicable laws, information learned by the SGC as a result of this policy will be kept confidential.

### **Workers Compensation**

Under Missouri Law, violation of this policy may result in a reduction or denial of Workers' Compensation benefits.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.