

Clean Energy Alliance Drug and Alcohol Policy

DRUG AND ALCOHOL TESTING

CEA has discretion to test a current employee for alcohol or drugs in the following instances:

Reasonable Suspicion Testing

CEA may require a blood test, urinalysis, or other drug and/or alcohol screening of employees reasonably suspected of using or being under the influence of a drug or alcohol at work. Testing must be approved by the Chief Executive Officer or designee.

“Reasonable suspicion” is based on objective factors, including for example, but not limited to, behavior, speech, body odor, appearance, or other evidence of recent drug or alcohol use which would lead a reasonable person to believe that the employee is under the influence of drugs or alcohol at work. In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Chief Executive Officer or designee.

For example, any of the following examples of objective factors, alone (e.g., a, b, c, d, j, and k) or in combination with other factors (e.g., e, f, g, h, i), may constitute reasonable suspicion:

- a. Slurred speech;
- b. Alcohol odor on breath;
- c. Unsteady walking and movement;
- d. Physical impairment (e.g., glassy eyes, eye dilation, shaking, or erratic movement);
- e. An accident involving CEA property;
- f. Physical altercation;
- g. Verbal altercation;
- h. Unusual behavior;
- i. Job impairment;
- j. Possession of alcohol or drugs; or
- k. Information obtained from a reliable person with personal knowledge.

If there is a reasonable suspicion of drug or alcohol abuse at work, the employee will be relieved from duty and placed on paid administrative leave until the test results are received.

Post-Accident Testing

CEA may require alcohol or drug screening following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from the accident or violation, provided that the “reasonable suspicion” factors described above are present.

EMPLOYEE’S RESPONSIBILITIES

A CEA employee must:

1. Not report to work or be on standby or on-call status while under the influence of alcohol or illegal drugs;

2. Not report to work or be subject to duty while under the influence of a legal drug whenever the use of the legal drug might (a) endanger the safety of the employee or another person; (b) pose a risk of significant damage to CEA property or equipment; or (c) substantially interfere with the employee's job performance or the safe or efficient operation of the CEA's business or equipment;
3. Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time, or use alcohol at any time while on CEA property or while on duty for the CEA at any location. This prohibition does not apply at CEA-sponsored events where alcohol is served;
4. Not manufacture, possess, use, trade, offer to sell, sell, or buy drugs or alcohol during working hours or while subject to duty, on breaks, during meal periods, or anytime while on CEA property;
5. Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty or subject to being called. This policy is not intended to prevent an employee from possessing alcoholic beverages in sealed containers in his or her personal vehicle. Nor is this policy intended to prevent presentation of alcohol as a gift.
6. Notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or the employee's operation of CEA equipment;
7. Not store in a locker, desk, automobile, or other repository on CEA property, any alcohol not approved by the Chief Executive Officer for storage for CEA events or illegal drug. This policy is not intended to prevent an employee from possessing alcoholic beverages in sealed containers in his or her personal vehicle. Nor is this policy intended to prevent presentation of alcohol as a gift;
8. Notify CEA of any criminal conviction for a drug violation that occurred in the workplace within no more than five days after the conviction;
9. Notify the supervisor immediately of facts or reasonable suspicions when the employee observes behavior or other evidence that another employee poses a risk to the health and safety of the employee or others;
10. Consent to and cooperate with drug or alcohol testing and searches authorized by this policy;
11. Avoid interference with required test. An employee will be subject to the same consequences of a positive test if he or she:
 - (a) Refuses the screening or the test;
 - (b) Adulterates or dilutes the specimen;
 - (c) Substitutes the specimen with that from another person or sends an imposter;
 - (d) Will not sign the required testing forms; and/or
 - (e) Refuses to cooperate in the testing process in such a way that prevents completion of the test.
12. Provide within 24 hours of request bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug test is positive. The prescription must be in the employee's name.
13. Follow CEA's drug and alcohol-free workplace policy.