



521 4<sup>th</sup> Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

---

## POLICY AND PROCEDURE

### DRUG FREE WORKPLACE

6004

As a recipient of Federal grant funds, Bullhook Community Health Center, Inc. agrees to comply with the requirements of the Drug Free Workplace Act of 1988. Those requirements are:

No person shall receive a grant from any Federal agency unless such person agrees to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a drug-free awareness program to inform employees about
  - The dangers of drug abuse in the workplace;
  - Bullhook Community Health Center, Inc.'s policy of maintaining a drug-free workplace;
  - Any available drug counseling, rehabilitation, and employee assistance programs; and
  - The penalties that may be imposed upon employees for drug abuse violations;
  - Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required in Paragraph 1;
  - Notifying the employee in the statement required by Paragraph 1 that as a condition of employment in such grant, the employee will
    - Abide by the terms of the statement; and
    - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
  - Notifying the granting agency within 10 days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction;
  - Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted; and
  - Making a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.
3. Alcohol and drug abuse by staff members increase the danger to patients and staff of this facility. Employees under the influence of alcohol or drugs have more accidents, make more mistakes, and are less productive.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illegal drug or alcohol is prohibited in Bullhook Community Health Center, Inc. workplace. Violations of this prohibition by any employee are grounds for stern disciplinary measures, up to and including, immediate dismissal.

An employee suspected of working under the influence of alcohol, illegal drugs or nonprescribed controlled drugs will be immediately examined by a Bullhook Community Health Center, Inc. provider. If the provider finds evidence of alcohol, illegal drugs, or nonprescribed controlled drugs, the employee will be asked to provide appropriate samples (blood or urine) for testing. Refusal to provide such samples will be grounds for immediate dismissal.

The drug test will be paid for by Bullhook Community Health Center, Inc. Receipt of a positive result will be grounds for stern discipline, up to and including, immediate dismissal. In the case of a urine sample, a split sample will be collected. Both samples will be sent to the testing laboratory, but only one will be tested. If an employee wishes to appeal a positive result, the second sample will be tested. If the second test result is positive, the employee will be required to pay for the test. If the second test is negative, Bullhook Community Health Center, Inc. will pay for the test.

Results of medical examination for drug/alcohol abuse or documentation of drug/alcohol testing or results will be kept in a secure file separate from the employee's medical or personnel record. Other than the conditions cited below, all information, interviews, reports, statements, memoranda, or test results received by an employer through a qualified testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding. Information is releasable only as required by law to be reported to a state or federal licensing authority; information required in an inquiry relating to a workplace accident involving death, physical injury, or property damage in excess of \$1,500 when there is reason to believe that the tested employee may have caused or contributed to the accident; or information required in a legal action arising from the employer's implementation of this policy.

Employees who have alcohol or drug abuse concerns are encouraged to see a provider for evaluation and referral to appropriate drug counseling and/or rehabilitation programs. These programs will be at the employee's expense.

  
\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

Date: 3-4-11

  
\_\_\_\_\_  
CHAIR, BOARD OF DIRECTORS

Date: 1/19/2011

Date: \_\_\_\_\_  
Approved – Policy/Compliance Committee

Date: 1-15-08  
Approved - Board of Directors

## **POLICY AND PROCEDURE**

### **DRUG FREE WORKPLACE STATEMENT**

As the recipient of Federal grant funds, Bullhook Community Health Center, Inc. abides by the requirements of the Drug Free Workplace Act of 1988.

Alcohol and drug abuse by staff members increase the danger to patients and staff of this facility. Employees under the influence of alcohol or drugs have more accidents, make more mistakes, and are less productive.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illegal drug or alcohol is prohibited in Bullhook Community Health Center, Inc. workplace. Violations of this prohibition by any employee are grounds for stern disciplinary measures, up to and including, immediate dismissal.

An employee suspected of working under the influence of alcohol, illegal drugs or nonprescribed controlled drugs will be immediately examined by a Bullhook Community Health Center, Inc. provider. If the provider finds evidence of alcohol, illegal drugs, or nonprescribed controlled drugs, the employee will be asked to provide appropriate samples (blood or urine) for testing. Refusal to provide such samples will be grounds for immediate dismissal. The drug test will be paid for by Bullhook Community Health Center, Inc. Receipt of a positive result will be grounds for stern discipline, up to and including, immediate dismissal. If an employee wishes to appeal a positive result, the test may be repeated at the employee's expense. The repeat test will be conducted at a time decided by the Executive Director with no more than 2 hours notification to the employee.

Results of medical examination for drug/alcohol abuse or documentation of drug/alcohol testing or results will be kept in a secure file separate from the employee's medical or personnel record. This confidential information may be accessed only by those with a legitimate reason and with the written authorization of the Executive Director.

Employees who have alcohol or drug abuse concerns are encouraged to see a provider for evaluation and referral to appropriate drug counseling and/or rehabilitation programs. These programs will be at the employee's expense.

#### **EMPLOYEE STATEMENT:**

As an employee of Bullhook Community Health Center, Inc., I agree to:

1. Abide by the terms of this statement; and
2. Notify my employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.