

ORAU POLICY AND PROCEDURE - HR-1010

SUBJECT: DRUG/ALCOHOL FREE WORKPLACE

DATE: October 16, 2000

SUBCONTRACTOR REQUIREMENTS

1. ORAU Drug/Alcohol Free Workplace Rules

While a subcontractor is on ORAU premises, adherence to ORAU's Drug/Alcohol Free Workplace Policy (i.e., HR-1010) is made a condition of each subcontract as follows:

- ~~///~~ ORAU prohibits the use, possession, sale, manufacture, or distribution of illegal drugs or unauthorized alcohol.
- ~~///~~ ORAU prohibits employees, subcontractors, and nonemployees from being under the influence of drugs/alcohol.
- ~~///~~ ORAU may conduct drug/alcohol inspections and searches.
- ~~///~~ ORAU requires prompt handling of suspected or verified impairment of subcontractor employee.
- ~~///~~ ORAU requires prompt reporting of suspected or known policy violations to ORAU manager of subcontract, the ORAU president, or designated representative.
- ~~///~~ ORAU manager of the subcontract is principal interface with subcontractor.
- ~~///~~ Policy and application questions are to be referred to the ORAU manager, CDHR, designated representative, or Procurement Office (purchasing manager or contracts manager), as appropriate.

2. Fitness for Work

Each subcontractor employee working on ORAU premises is to be at work fully able to perform assigned work in a safe, reliable manner.

3. Alcohol

- (a) No subcontractor is to use, serve, or possess alcohol for consumption on ORAU premises or property, except as follows:
 - ~~///~~ When specifically requested by subcontractor and authorized by ORAU president or designated representative at social events held on corporate-owned premises.
 - ~~///~~ When in a sealed (unopened) container in trunk or other compartment of privately owned vehicle on ORAU premises.
- (b) No subcontractor is to use, serve, or possess alcohol for consumption on offsite ORAU business, except when authorized by host organization at a sponsored social event.
- (c) Under no circumstances may alcohol for consumption be used, served, or possessed in government-owned facilities or vehicles.

4. Employee Impairment

- (a) Subcontractor must take the following steps when behavior of a subcontractor employee creates a reasonable suspicion of impairment or being under the influence of drugs/alcohol:
 - ~~///~~ Not let the employee work.
 - ~~///~~ Act to ensure adequate health response for the employee. This includes first aid and/or medical assistance.
 - ~~///~~ Have another manager present, if possible, when dealing with employee.
 - ~~///~~ Report to the ORAU manager, CDHR, or designated representative immediately any observation or reasonable suspicion that a subcontractor employee appears impaired or unable to work safely.
- (b) Subcontractor must report to the ORAU manager, CDHR, or designated representative immediately any observation or reasonable suspicion that an ORAU employee, another subcontractor employee, or nonemployee is impaired or unable to work safely.

5. Drug/Alcohol Testing

- (a) Subcontractor employee on ORAU premises is to undergo required drug/alcohol testing as follows:
 - ~~///~~ When a subcontractor employee is involved in an occurrence on ORAU premises.
 - ~~///~~ When there is reasonable suspicion that a subcontractor employee is under the influence of drug/alcohol on ORAU premises or work.
- (b) Subcontractor employee may not be allowed on ORAU premises or to perform ORAU work pending test results.
- (c) Subcontractor employee who refuses to consent to testing will not be permitted to conduct ORAU work and may have agreement terminated.
- (d) Cost of testing is the responsibility of the subcontractor.
- (e) Subcontractor may be required to provide ORAU with a statement from a physician regarding subcontractor employee's fitness for work.

6. Reporting Illegal Drugs or Unauthorized Alcohol Use and Activities on ORAU Premises, Property, Official Business

Subcontractor must immediately report to the ORAU manager, CDHR, or designated representative the following occurrences:

- ~~///~~ Any observation or reasonable suspicion of use, possession, sale, manufacture, or distribution of illegal drugs on ORAU premises and property or in connection with official ORAU business.
- ~~///~~ Unauthorized alcohol on ORAU premises and property or in connection with official ORAU business.

7. Drug/Alcohol Conviction in Workplace

- (a) Subcontractor must notify CDHR or designated representative in writing of any conviction for alcohol-related offense or criminal drug statute violation occurring on ORAU premises and/or while on official ORAU business.
- (b) Notification must be within five calendar days after conviction.

8. Security Clearance

Subcontractor having a DOE security clearance is to meet DOE's reporting requirements for drug/alcohol arrests, convictions, and treatments.