

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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|-----------------------------------|------------------------------|-------------------------|
| Drug and Alcohol Screening | | SOP #: HR.003.03 |
| Effective Date | 11/29/16 | |
| Last Revision/Review | 11/30/21, 4/27/23, 6.12.2024 | |

1. Purpose

To provide Burrell College of Osteopathic Medicine (BCOM) employees with guidelines pertaining to drug and alcohol use during the normal course of employment.

2. Related Policy/Authority

Burrell Policy B7530

3. Faculty/Staff Responsibilities

This applies to all employees of Burrell College.

4. Definitions/Abbreviations

None

5. Procedural Steps

1. It is the policy of Burrell that employees should not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect Burrell's business.
2. Further, employees should not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during work time.
3. The specific purpose of this procedure is to outline the methods for maintaining a work environment free from the effects of alcohol and drug abuse or other substances that adversely affect the mind or body.

Procedures

1. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs.
 - a. Alcohol abuse or illegal drug use and its physiological effects represent a threat to the well-being and security of employees and could cause extensive damage to the company's reputation and community standing.
 - b. Any involvement with alcohol or drugs that adversely affects the workplace or the work environment will not be tolerated.
 - c. Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, company equipment, or the company's relations with the public will not be tolerated.
2. The legal status of controlled substances, including marijuana, shall be determined by federal law. Although medical and/or recreational marijuana may be legal in a state in which the College conducts business, the College abides by federal law, under which marijuana is an illegal drug for both medical and recreational use.

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3. Drug and alcohol tests will be conducted as a routine part of the pre-employment process for all job applicant finalists prior to employment. Applicants must satisfactorily pass the drug screen prior to reporting to work. Offers of employment may be made contingent on satisfactorily meeting these requirements. If the drug screening procedures indicate the presence of drugs or controlled substances, the applicant will not be considered further for employment.
4. Burrell reserves the right to request reasonable suspicion and/or random drug screens for all employees of Burrell.
5. The use of drugs or alcohol during working hours is strictly prohibited.

Consequences of Alcohol and Drug Abuse

Drug Abuse

1. The use, sale or personal possession (e.g., on the person or in a desk or vehicle) of illegal drugs while on the job, including rest periods and meal periods, or on Burrell property, is a dischargeable offense and may result in criminal prosecution; any illegal drugs found will be turned over to the appropriate law enforcement agency.

Alcohol Abuse

1. The use or personal possession (e.g., on the person or in a desk or vehicle) of alcohol during work time or on Burrell property is a dischargeable offense. For all employees, alcohol consumption is prohibited during the workday, including rest periods and meal periods. Notwithstanding this, there may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval. Employees who consume alcohol under such circumstances may not report back to work during that workday.

6. Reports/Charts/Forms/Attachments/Cross References

None

7. Maintenance

Human Resources; to be reviewed every January.

8. Signature

Approved by
VP of Administration/CFO

6.12.2024
Date

9. Distribution List

Internal/External

10. Revision History

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| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|--|---|---------------|
| 11.30.2021 | 5 | Added information about following federal laws for marijuana usage | | 12.2.2021 |
| 4.27.2023 | 5 | Clarified screenings are limited to applicant finalists | | 4.27.2023 |
| 6.12.2024 | 2 | Clarified language for medical and/or recreational marijuana | | 6.26.2024 |