	Drug-and Alcohol-Free Workplace Policy		
Approved by: Jonalee Roberts, Human Resources Manager		Policy # HR092997	
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2.10. Drug- and Alcohol-Free Workplace

2.10.1. Policy

The Hospital recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can reasonably be expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lower morale, rising health care costs, and diminished interpersonal relationship skills.

1. The Hospital is committed to:


- Maintaining a safe and healthy workplace for all employees;
- Assisting employees who recognize they have a problem with drugs, prohibited substances, or alcohol in receiving appropriate treatment;
- Periodically providing employees with information about the dangers of workplace drug use; and
- When appropriate, take disciplinary action for failure to comply with this policy.

2. The Hospital strictly prohibits the following behavior:

- The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs or prohibited substances by an employee, unless otherwise provided by law. For the purpose of this policy, illegal drugs include those classified as such under local, state, or federal laws. Prohibited substances include medical and recreational marijuana (cannabis), the use or possession of prescription medicines for which the individual does not have a valid prescription, and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications contrary to manufacturer instructions, or consumer products not meant for human consumption. In addition, the Hospital prohibits employees from possessing open containers of alcoholic beverages while on the Hospital's premises and/or while on duty and from working with a blood-alcohol level of .02 or more at any time.
- Bringing alcohol, illegal drugs, and other prohibited substances which may impair the safety or welfare of employees or the public onto the premises controlled by the Hospital or placing in vehicles or equipment operated on behalf of the Hospital.
- Driving an organizational vehicle while on or off duty with a blood alcohol level of .02 or more or under the influence of an illegal drug or prohibited substance, regardless of the amount.

3. Reporting Requirements


- A supervisor who receives information or is a witness to any use of illegal drugs, prohibited substances, or alcohol by an employee which violates Hospital's policies or the law, is required to report this information to Human Resources or Risk Manager immediately. The report shall contain all known information including:

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- The persons(s) involved, including all witnesses;
 - Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, or observation of any unusual physical signs or behaviors;
 - A written record of specific conversations held with the accused and any witnesses;
 - All pertinent facts, including date(s), time(s), and locations(s).
- An employee who witnesses or obtains information regarding illegal drug/prohibited substance/ alcohol use by any employee of the Hospital must report it immediately to Human Resources or Risk Manager.
4. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.
 5. The Hospital receives funding through federal programs and is therefore subject to the Drug-Free Workplace Act of 1988. Marijuana (including medical and recreational cannabis), cocaine, opioids, amphetamines (including methamphetamines), phencyclidine (PCP), and methylenedioxy-methamphetamine (MDMA) are considered illegal Schedule I or II drugs through the federal government. The Hospital is committed to a policy of a drug- and alcohol-free workplace and employees may not have any detectable level of Schedule I or II drugs in their system while at work. However, this policy is adopted in compliance with the requirements of NRS 678C.

2.10.2 Employee Responsibilities

1. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
2. Employees shall not report to work under the influence of alcohol, illegal drugs, prohibited substances, or misused prescription or over-the-counter drugs, regardless of the amount.
3. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from the Hospital's Employee Assistance Program (EAP) provider, substance abuse professional, or other treatment provider. The Hospital's health insurance policy may provide for payment of some or all treatment costs.
4. It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a healthcare provider, if necessary, whether or not a legal drug being taken may affect one's ability to safely perform assigned job duties. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact human resources who will attempt to find an appropriate alternative assignment. If none is available, the employee and the Hospital will take steps consistent with the advice of a healthcare provider which could include the use of sick leave or a leave of absence. If an employee reports to work under the influence of medication and, as a result, endangers oneself or others, the employee may be subject to discipline, up to and including termination.
5. Each employee must report the facts and circumstances of any drug or alcohol arrest resulting from an incident that occurred while the employee was on duty. Each employee must report the facts and

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circumstances of any drug or alcohol conviction which may impact the employee's ability to perform the duties of the job per NRS 449. If duties involve driving a vehicle or operating heavy equipment, the employee must report to one's supervisor a conviction for driving under the influence (DUI), and/or restriction, revocation, or suspension of the driver's license pending adjudication before resuming work duties.

6. Employees in safety-sensitive positions identified by the Hospital are subject to random drug and/or alcohol testing as provided in this policy.
7. Employees must act as responsible representatives of the Hospital and as law-abiding citizens. It is every employee's responsibility to report suspected or known violations of this policy to the immediate supervisor or Human Resources. Such reporting is critical in preventing serious injuries or damage to the Hospital's property.
8. Employees who are required to submit to a drug/alcohol test must complete and sign a consent form. Employees acknowledge that by consenting to testing, they are waiving any expectation of privacy between the Hospital and employee in the information provided related to the drug/alcohol test.

2.10.3 Manager/Supervisor Responsibilities

The manager/department head or designee is responsible for:


1. Authorizing the testing of employees.
2. Coordinating drug and/or alcohol testing.
3. Completion of a required consent form.
4. Notifying employees of positive test results and their right to a retest of the same sample.
5. Implementing disciplinary action against employees who fail to comply with provisions outlined in this policy.
6. Notifying the Hospital's attorney of an employee's conviction of a federal or state drug and/or alcohol violation.
7. Ensuring that the drug and/or alcohol test forms and results are kept confidential and only provided to employees with a business need for the information.
8. Identifying safety-sensitive positions.
9. Notifying employees in department safety-sensitive positions that they are subject to random drug and/or alcohol testing.

Commented [SN1]: Employers who do not have "department heads", should select "manager".

Supervisor Responsibilities

Supervisors are responsible for:

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and detailing, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion.
2. Submitting the documentation to the Human Resources or Risk Manager.
3. Complying with the appropriate provisions outlined in this policy that apply to supervisory personnel.

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Hospital Responsibilities

Hospitals are responsible for:


1. Providing communication and training on this policy to include a training program to assist supervisors to recognize the conduct and behavior that gives rise to a reasonable suspicion of inappropriate drug and/or alcohol use by employees and how to take appropriate corrective action.
2. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential.
3. Making drug and/or alcohol testing and notice forms available.
4. Notifying appropriate managers of positive results of drug and alcohol tests.
5. Administering the contract with a third party to provide drug and alcohol testing services.
6. Overseeing the administration of the Hospital's *Drug- and Alcohol-Free Workplace Policy*.
7. Designating safety-sensitive positions.
8. Notifying managers of their employees randomly selected for drug and/or alcohol testing.
9. Ensuring the administration of all pre-employment drug testing.

Training

The Hospital maintains information relating to the hazards of and treatment for drug- and alcohol-related problems. Proactive training and information shall be sponsored by the Hospital periodically. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained consistently with this policy.

Employee Assistance and Voluntary Referral

1. The Hospital strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs, prohibited substances, or alcohol under this policy and prior to any other violation of this policy, including a conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the employee assistance or other treatment program will not be a protection or defense from discipline.
2. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee who is being treated for a substance issue in a recognized rehabilitation program may, if the ADA applies, be entitled to reasonable accommodation so long as the employee is conforming to the requirements of the program and is abstaining from the use of a controlled substance(s) and/or alcohol. These situations will be addressed on a case-by-case basis.
3. The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and, if applicable, the employee's insurance provider. All information regarding an employee's participation in treatment is confidential. Business-need-to-know confidentiality will be maintained.


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Reasonable Suspicion Testing

1. When any supervisor has reasonable suspicion that an employee may be under the influence of alcohol, drugs, or prohibited substances, the supervisor will immediately contact Human Resources or Risk Manager. The employee in question will be directed by Human Resources or Risk Manager to submit to drug and/or alcohol testing. This test may include a breath or blood test or urinalysis.
2. Human Resources or Risk Manager shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the Administrator or designee to authorize the drug and/or alcohol test of an employee.
3. Human Resources or Risk Manager shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be placed on administrative leave with pay pending results of the test.

An employee who is required to submit to reasonable suspicion testing:

- Must sign a consent form. By consenting to testing, the employee acknowledges waiving any expectation of privacy between the Hospital and employee in the information provided related to the drug/alcohol test.
 - Will be advised to refrain from eating or drinking before being tested.
 - Will be provided transportation by the Hospital or transportation arrangements will be made by the Hospital after the employee submits to the test or refuses to be tested.
4. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - Information provided either by reliable and credible sources or independently corroborated as determined by Human Resources or Risk Manager that an employee is violating the Hospital's policy.
 - Direct observation of drug, prohibited substance, or alcohol use while on duty.
 - Employee admits using drugs, prohibited substances, or alcohol prior to reporting to work or while at work, or employee admits to violating any other provision of this policy.
 - Drug, prohibited substance, or alcohol paraphernalia possibly used in connection with illicit drugs, prohibited substances, or alcohol found on the employee's person or at or near the employee's work area.
 - Evidence that the employee has tampered with a previous test for drugs, prohibited substances, or alcohol.
 5. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a test for drugs, prohibited substances, or alcohol:

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- *A pattern of abnormal or erratic behavior:* This includes, but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
- *Presence of physical symptoms of drug and/or alcohol use:* The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
- *Violent or threatening behavior:*
 - *First Incident:* If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, Human Resources or Risk Manager may request that the employee submit to drug and/or alcohol testing.
 - *Second Incident:* Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, Human Resources or Risk Manager will request that the employee undergo drug and/or alcohol testing.
- *Absenteeism and/or tardiness:* An employee who has previously received disciplinary action for absenteeism and/or tardiness and has a continued poor record that warrants a second or subsequent disciplinary action in combination with other relevant behaviors.


Post-Accident Testing

1. Each employee involved in an accident will be tested for illegal drugs, prohibited substances, and alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. Accidents that trigger testing are those that result in:

- Death;
- Medical treatment of employee or another individual, other than first-aid;
- Loss of consciousness; or
- Property damage estimated to be valued at or in excess of \$[insert dollar value].

An employee who is subject to a post-accident test:

- Must sign a consent form. By consenting to testing, the employee acknowledges waiving any expectation of privacy between the Hospital and employee in the information provided related to the drug/alcohol test.
- Must remain readily available for testing. An employee who leaves the scene without good reason before the test is administered or who does not make oneself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test.

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- Will be immediately provided transportation by the Hospital to the location of the test.
- Will be advised to refrain from eating or drinking before being tested, and must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.
- Will be provided transportation by the Hospital or transportation arrangements will be made by the Hospital after the employee submits to the test or refuses to be tested.

Upon completion of the test:

- If the employee caused or contributed to the accident, or the Hospital determines there is a risk to return the employee to work, the employee will be provided transportation home or the Hospital will make transportation arrangements, and the employee will be placed on administrative leave with pay pending the results of this test.
- If the Hospital determines the employee did not cause or contribute to the accident, the employee will be transported back to the work site (if medically able) and will resume work.


If the test comes back positive and the Hospital needs to conduct further investigation, the employee will be placed on administrative leave with or without pay.

Note: NRS 616C states a positive test for illegal drugs, prohibited substances (including marijuana), or alcohol per limits set forth in NRS 484C can cause the denial of workers' compensation claims. By consenting to post-accident testing, the employee waives any expectation of privacy between the Hospital and employee in the information provided related to the drug/alcohol test.

2. In the event an employee is so seriously injured that a specimen cannot be provided at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the Hospital to obtain hospital records or other documents that indicate the presence of drugs, prohibited substances, or alcohol in the employee's system when the accident occurred.
3. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the Hospital to obtain the test results from such officials.

Safety-Sensitive Positions

1. The **Hospital** may conduct pre-employment testing and random testing for drugs, prohibited substances, and/or alcohol for positions identified as safety sensitive by the **Hospital**. Successfully passing these tests is a condition of future or continued employment. Procedures for pre-employment testing are listed in the *Pre-Employment Drug Screening for Safety-Sensitive Positions* policy in the *Employment* section.
2. Safety-sensitive positions mean positions which may, in the normal course of business:
 - Require the employee to operate a vehicle or heavy equipment on a regular and recurring basis; and/or

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- Involve job duties which, if performed with inattentiveness, errors in judgment or diminished coordination, dexterity, or composure, may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, coworkers, and/or the public, including positions that require use of dangerous tools/equipment; performance of job duties at heights; use of dangerous chemicals; or carrying firearms in the performance of job duties.
- The **Hospital** shall maintain a list entitled "List of Positions Designated as Safety Sensitive" and/or designate positions as safety sensitive on the job description.

Commented [SN2]: Employers should select applicable.

Random Testing

- All employees in positions identified as safety sensitive by the **Hospital** shall be subject to random testing for drugs, prohibited substances, and alcohol.
- Per DOT testing guidelines for Commercial Driver's License (CDL) holders, the **Hospital** will test for drugs/prohibited substances at a minimum, 50% of the average number of employee-CDL positions each calendar year. The **Hospital** will alcohol test, at a minimum, 10% of the average number of employee-CDL positions each calendar year.
- For all non-CDL safety-sensitive positions, the **Hospital** will test for drugs/prohibited substances, at a minimum, [insert number]% of the average number of employee positions designated as safety sensitive each calendar year. The **Hospital** will alcohol test, at a minimum, [insert number]% of the average number of employee positions designated as safety sensitive each calendar year.
- The selection of employees for random testing shall be on a non-discriminatory basis and made from a scientifically valid method such as a random number table or computer-based random number generator that is matched with the employee's social security number, payroll identification number, or other comparable identifying number. Random testing will be unannounced and the dates for administering the tests will be spread reasonably throughout the year. Random testing will be performed at any time while the employee is at work.
- An employee selected for random testing shall proceed immediately to the test site and will be advised to refrain from eating or drinking prior to the test. An employee who engages in conduct which does not lead to testing as soon as possible after notification may be considered to have refused to be tested.
- Employees selected for a random test but absent due to annual, sick leave, other leave, or on urgent **Hospital** business approved by their manager/department head will not be notified to take the random test until they return to work after random selection.
- Random selection may result in some employees being tested more than once each year; some may not be tested at all.

Commented [SN3]: Employers who do not employ CDL drivers may remove this provision.


Commented [SN4]: Most employer's match DOT guidelines as listed in #2 above.

Commented [SN5]: Most employer's match DOT guidelines as listed in #2 above.

Commented [SN6]: Employers who do not have "department heads", should select "manager".

Return-to-Work Testing/Follow-Up Testing

- Employees for whom the **Hospital** agrees to continue employment, who violate this policy may be required to undergo return-to-work testing as established by the **Hospital**. No employees will be allowed to perform a safety-sensitive function unless the **Hospital** has received a verified negative drug test result for the individual.

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***Note:** For positions that require a CDL or otherwise defined as safety-sensitive positions by 49 CFR Part 382 and U.S. Department of Transportation regulations, the test cannot occur until after the Substance Abuse Professional (SAP) has determined that the employee has successfully complied with the prescribed education and/or treatment.*

- Employees for whom the **Hospital** agrees to continue employment, who violate this policy will be required to undergo follow-up testing as established by the **Hospital**. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance use issue.
- The **Hospital** will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing.
- The **Hospital** may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.
- Any employee subject to return-to-work/follow-up testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

Consequence of Refusal to Submit to Testing/Adulterated Specimen

The following shall be treated as a positive test and (select one: may or will) result in disciplinary action, up to and including termination:

- Refusal to sign a consent form
- Refusal to submit to testing for drugs, prohibited substances, and/or alcohol
- Consenting to a test but failing to appear timely at the collection site
- Failing to provide a sample after reasonable opportunity to do so
- Engaging in conduct which attempts to or does impact the validity of any such testing
- Submitting an invalid, substituted, or adulterated specimen

A diluted positive test result shall also be treated as a positive test.


Testing Guidelines

- The **Hospital** may test for alcohol and illegal/prohibited substances including but not limited to:
 - Marijuana (Cannabis)*
 - Cocaine, including crack
 - Opioids, including heroin, codeine, morphine, hydrocodone, hydromorphone, oxycodone, and oxycodone
 - Amphetamines, including methamphetamines
 - Phencyclidine (PCP)

**Tests for marijuana for workers' compensation purposes must be a blood test per requirements set forth in NRS 616C.230.*

- In addition to testing for the above substances, CDL holders are subject to testing for the following substances:

Commented [SN7]: Select "may" or "will." See comment with Section 1.4 for more information on making this selection.

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- 6-Acetylmorphine
- MDMA (Ecstasy)

- Where applicable, the **Hospital** will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

Option for Drug/Prohibited Substance Retest

- In the event that an employee is required to submit to a screen test for drugs/prohibited substances within 30 days of employment, the employee shall have the right to submit an additional screening test, at one's own expense, to rebut the results of the initial screening test. The **Hospital** shall accept and give appropriate consideration to the results of such a screening test. This provision does not apply to the extent that it is inconsistent or otherwise conflicts with an applicable collective bargaining agreement or federal law, or to a position funded by a federal grant.
- In all other cases:
 - No later than 72 hours after receipt of a positive test, an employee who tests positive may request a confirmatory retest of the same sample at one's expense at a certified laboratory of the employee's choice.
 - Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the U.S. Department of Health and Human Services (DHHS), a sufficient quantity of the sample to conduct a second testing analysis.
 - The employee will be required to authorize the laboratory to provide the **Hospital** with a copy of its test results. A confirmation test will be conducted to verify the accuracy of the test results by the laboratory conducting the analysis. The result of the confirmatory test is final.

Requirement for Drug/Prohibited Substance Retest


An employee who tests negative dilute will be required to immediately retest. The employee will:

- Be given the minimum possible advance notice of retest,
- Will be accompanied by a supervisor to the collection site, and
- Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.

The retest will not be under direct observation unless directed so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and the **Hospital** will not conduct a third test unless directed to do so by the Medical Review Officer.

Searches

If the **Hospital** suspects that an employee is in possession of illegal drugs, prohibited substances, alcohol, or contraband in violation of this policy, the **Hospital** may search **Hospital** vehicles, lockers, desks, and work areas as outlined in **Hospital's** Use of Hospital Property and Premises and Searches policies.

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Violation of Policy

1. Employees in violation of the provisions of this policy (select one: may or will) be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
 - Direct observation of use of drugs or use of prohibited substances; prohibited use of alcohol; or possession of illegal drugs, prohibited substances, alcohol, or related contraband;
 - Evidence obtained from an uncontested motor vehicle citation, or a conviction for use or illicit possession of drugs or prohibited substances, or for the use or being under the influence of alcohol on the job;
 - A verified positive test result; or
 - An employee's voluntary admission.

The **Hospital** may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional in lieu of termination. The evaluation will attempt to determine the extent of the employee's use of or dependence on the substance(s) noted in the positive test and, if necessary, recommend an appropriate program of treatment. If an evaluation is conducted which results in a recommendation for treatment, the employee must immediately begin and successfully complete the recommended treatment at the employee's expense; however, employees may use benefits provided by applicable insurance coverage.

When an employee undergoes treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:

- Monitoring of the treatment program and the employee's participation by the **Hospital**;
- Submission to return-to-work testing as required under this policy and continuing follow-up testing as provided in the *Return-To-Work Testing/Follow-Up Testing*; and
- Any other reasonable condition that the **Hospital** deems necessary to maintain a safe and healthy workplace for all employees.

Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.


3. Appropriate disciplinary action, up to and including termination, (select one: may or will) also be taken for any job performance or behavior that may otherwise be cause for disciplinary action.


Commented [SN8]: Select "may" or "will." See comment with Section 1.4 for more information on making this selection.

Commented [SN9]: Select "may" or "will." See comment with Section 1.4 for more information on making this selection.

Confidentiality

Test results may only be disclosed to the employee; the appropriate medical and treatment providers; the **Hospital's** attorney; an **Hospital** representative necessary to respond to an alleged violation of this policy; individuals within the **Hospital** who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal, as required.

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ACKNOWLEDGMENT AND RECEIPT

This is to acknowledge that I have received a copy of Mt. Grant General Hospital Drug and Alcohol-Free Workplace Policy which was adopted and revised on January 3, 2023.

I acknowledge that I am expected to read, understand, and adhere to this policy and that I am governed by the contents of this policy. I understand that my failure to comply with this policy may result in disciplinary action, up to and including termination. If I have questions concerning this policy, I will bring it to the attention of my supervisor, human resources, or the Administrator.

I also understand that Mt. Grant General Hospital may change, rescind, or add to this policy from time to time and without prior notice, at the sole and absolute discretion of Mt. Grant General Hospital, provided such changes, rescissions and/or additions are not prohibited by law. I will be responsible for maintaining this policy, inserting all updates issued.

Employee's Signature

Employee's Name (Printed)