

## Policy 8.11

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|-----------------------------------------|--------------------------------------------|------------------------------------------------|-----------------------------------------|--------------------------------|
| <b>POLICY TITLE:</b>                    | <b>DRUG AND ALCOHOL-FREE<br/>WORKPLACE</b> | <b>POLICY # 8.11</b>                           | <b>REVIEW DATES</b>                     |                                |
| <b>Topic Area:</b>                      | <b>HUMAN RESOURCES</b>                     | <b>ISSUED BY:</b><br>Human Resources           | 3/20/14                                 | 5/1/15                         |
|                                         |                                            |                                                | 1/23/17                                 | 2/5/18                         |
|                                         |                                            |                                                | 8/1/25                                  |                                |
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| <b>Applies to:</b>                      | LRE STAFF                                  | <b>APPROVED BY:</b><br>Chief Executive Officer |                                         |                                |
| <b>Developed and<br/>Maintained by:</b> | LRE CEO, Human Resources                   |                                                |                                         |                                |
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| <b>Supersedes:</b>                      | N/A                                        |                                                | <b>Effective Date:</b><br>April 1, 2014 | <b>Revised Date:</b><br>8/1/25 |

### I. PURPOSE

To establish policy and procedures to provide employees with a workplace that is free of drugs and alcohol. The LRE has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and success at the LRE. As a result, the Lakeshore Regional Entity has prohibitions against on-the-job use of alcohol, being under the influence of alcohol on-the-job, having possession of open alcohol while on-the-job, on-the-job intoxication, use, possession, or being under the influence of illegal drugs and/or controlled substances, or having any detectible amount of drugs or alcohol during working hours.

### II. POLICY

Lakeshore Regional Entity (LRE) prohibits the possession of illegal drugs and/or being impaired, as identified through any detectible amounts of use, caused by illegal drugs, prescription medications, controlled substances, or alcohol during working hours (including lunches and breaks) or while on Employer properties (including parking lots and Employer vehicles).

In instances where an employee fails to comply with the rules and standards of this policy, an attempt may be made to correct the employee's conduct through the use of progressive discipline, but commission of an offense or any other improper employee action may result in disciplinary action up to and including discharge, depending on the seriousness of the offense in the judgment of the LRE.

### III. APPLICABILITY AND RESPONSIBILITY

- A. This policy applies to all LRE employees
- B. Lakeshore Regional Entity is responsible for complying with all Federal, State, and local laws/regulations where applicable

### IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

## V. DEFINITIONS

**Controlled Substance:** A [drug](#) or [chemical](#) whose [manufacture](#), [possession](#), and use is [regulated](#) by a government, such as illicitly-obtained drugs or [prescription medications](#) that are designated by law.

**Illegal substance:** any illegal or controlled drug or other substance which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescription drugs which have not been properly prescribed by a licensed physician or are not being used for the prescribed purposes or in a prescribed manner. It also includes medical marijuana.

The use of any Federal Controlled Substances Act Schedule I drug, whether for non-medical or ostensible medical purpose, violates Federal law and the Federal Drug-Free Workplace Program. It is also inconsistent with workplace safety. Regardless of any State law or statute, marijuana remains a Schedule I drug. Under the Department of Transportation regulations and the LRE drug testing program, Medical Review Officers shall not accept a prescription or the verbal or written recommendation of a physician for marijuana as a legitimate medical explanation for the presence of marijuana. Any employee receiving a verified positive for marijuana shall be disciplined according to the provisions in this policy.

**Influence:** Changes in character, performance, or behavior due to a foreign substance.

**Legal drug:** any prescribed or over-the-counter medication which has been legally obtained and is being used for its intended purpose and in accordance with the prescription, if any.

**Unreasonable Impairment:** Being diminished, weakened or inadequate in the performance of one's job responsibilities as to increase the risk of safety or mistakes on the job.

## VI. REFERENCES AND SUPPORTING DOCUMENTS

## VII. RELATED POLICIES AND PROCEDURES

- 8.11a Drug and Alcohol Monitoring
- 8.1 Code of Conduct
- 8.4 Driving Responsibilities
- 8.5 Hiring Background Checks
- 8.16 Employee Assistance Program

## VIII. CHANGE LOG

| Date of Change | Description of Change     | Responsible Party |
|----------------|---------------------------|-------------------|
| 8/1/2025       | Review; Procedure removed | Human Resources   |

