

FMP Approved Subcontractor Workplace Substance Abuse Program

May 2019

- 1) Subcontractor prohibits employee use, possession, sale, distribution or manufacture of illegal drugs at FMP sites. Subcontractor will make a good faith effort to maintain a workplace free of substance abuse through the implementation of this program.
- 2) Employee shall notify the Subcontractor in writing no later than 10 days after the date of any conviction under a criminal drug statute for a violation occurring on a FMP site.
- 3) Subcontractor shall provide written notification to FMP within 10 days after receiving notification from an employee of conviction under a criminal drug statute for a violation occurring on a FMP site.
- 4) Subcontractor will impose one of the following actions, with respect to any employee convicted under a criminal drug statute for a violation occurring on a FMP site within 30 days after receiving the employee's written notice of conviction:
 - a. Take appropriate personnel action against such employee, consistent with Subcontractor policy, up to and including termination from employment.
 - b. Offer such employee, consistent with Subcontractor policy, an opportunity to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. If the employee does not participate in such a program, Subcontractor shall take appropriate personnel action, up to and including termination, in accordance with Subcontractor policies.
- 5) Subcontractor shall provide employee assistance programs emphasizing preventive services, education, short-term counseling, coordination and referral to outside agencies, and follow-up. These services shall be available to all Subcontractor employees involved in work occurring on a FMP site and shall include, at a minimum, the following:

For employees:

 - a. Health aspects of substance abuse, especially illegal drug use;
 - b. Safety, security, and other workplace-related problems caused by substance abuse, especially illegal drug use;
 - c. Provisions of this policy and 10 CFR Part 707;
 - d. Available employee assistance services.

For managers and supervisors:

 - a. The items listed for employees above;
 - b. Recognition of deteriorating job performance or judgement, or observation of unusual conduct which may be the result of possible illegal drug use;
 - c. Responsibility to intervene when there is deterioration in performance, or observed unusual conduct, and to offer alternative courses of action that can assist the employee is returning to satisfactory performance, judgement, or conduct, including seeking help from the employee assistance program;
 - d. Appropriate handling and referral of employees with possible substance abuse problems, especially illegal drug use; and
 - e. Policies and practices for giving maximum consideration to the privacy interests of employees and applicants
- 6) All employees assigned to work at a FMP site will be provided with a copy of this Program prior to the start of work at a FMP site and will be required to sign a written acknowledgment of receipt.

Employee Acknowledgment of Receipt of Workplace Substance Abuse Program

I have received a copy of the FMP Approved Subcontractor Workplace Substance Abuse Program prohibiting employee use, possession, sale, distribution or manufacture of illegal drugs at a FMP site, and as a condition of employment, I understand and agree to comply with all of the terms of this Program.

Name: _____

Title: _____

Signature: _____

Date: _____