



Drug and Alcohol Testing Program Policy

When a Drug & Alcohol Testing Program participant (Participant/s) fails to do their part, it negatively impacts the entire program and all involved. As a result of continuous issues within the PRISM Drug and Alcohol Testing Program, the Risk Control Committee took action to require all Drug & Alcohol Testing Program participants (Participants) to agree to and abide by the following provisions.

Effective January 1, 2022:

- All program Participants as of January 1, 2022 are required to provide a signed copy of the Policy Acknowledgement (Exhibit A) within 30 days of receipt.
- All Participant Designated Employer Representatives (DERs) as of January 1, 2022 are required to complete the PRISM DER training course before April 1, 2022.
- New Participant DERs must complete the PRISM DER course within 30 days of joining the program.
- Participant DERs should receive a copy of the driver list Plexus has on file on or about the 15th of March, June, September and December. DERs will be expected to review the list for accuracy; update as necessary; and, return the list to Plexus or indicate to Plexus that no updates are required no later than the 25th day of these months.
- Participants are expected to send selected drivers randomly throughout the quarter for testing.
- All driver testing, whether Participants are in the Consortium or a Stand-Alone pool, should be completed by the 20th day of the last month of the quarter to allow sufficient time for specimen processing, MRO review, and result posting to the portal. March, June, September and, December are the last months of the respective quarters.
- All Participants must send any driver excusals to Plexus by the 20th of the last month of the Quarter to allow sufficient time for processing.
- Stand-Alone pool Participants who wish to request an alternate for the quarter must send the excusal and request for an alternate to Plexus before the 15th day of the last month of the Quarter to allow sufficient time for the alternate to be tested.
- Participant failure to abide by the provisions set forth in this policy will be matters for the Risk Control Committee to consider and determine course of action.

Participants that commit infractions will be notified that the matter has been brought to staff's attention. Staff will discuss the matter with the Participant to determine if it should be brought before the Risk Control Committee for consideration. Should the Participant be non-responsive, the matter will automatically be referred to the Committee. The

Participant will be informed of their option to attend the Committee meeting to represent their interest.

Actions taken by the Risk Control Committee to address infractions include but are not limited to:

- Probationary period
- Removal from the Consortium and placement in a Stand-Alone pool (temporarily or permanently)
 - The Participant may request reinstatement if terms set forth by the Risk Control Committee have been met
- Expulsion from the program

Risk Control Committee decisions will be communicated to the affected Participant by staff.