## **Post-Accident Drug and Alcohol Testing**

The post-accident testing program was implemented ensure the safety of our employees, the people we serve, and to honor our commitment to provide a safe and drug-free work environment. This program complies with federal, state and local law.

## Applies To

U.S. employees who drive patients as a part of their role.

## Post-Accident Testing Process

Post-accident drug and alcohol testing is completed in partnership with our 3<sup>rd</sup> party vendor, HireRight, LLC. Any eligible employee who is involved in an accident while behind the wheel of a company vehicle must take the following actions:

- 1. Immediately report the incident to your manager. Your manager will provide a copy of the Alcohol and Drugs in the Workplace Policy and Acknowledgment form.
- 2. Sign and return the Alcohol and Drugs in the Workplace Consent Form to your manager.
- 3. Schedule the drug and alcohol test via the HireRight portal.
  - The drug and alcohol test must be completed within 8 hours of the accident (health conditions permitting).
- 4. Gather required documentation and proceed to the collection facility.
  - Your manager will arrange transportation to the collection facility.
- 5. Wait for manager instructions before returning to work. You will not be permitted to work while your drug and alcohol test results are pending.

## Fitness for Duty

Your ability to return to work following a post-accident drug and alcohol test will be determined by your drug and alcohol test results. The results will be reviewed by Employee Relations Compliance.

- If a drug/alcohol test result is returned as non-negative, the employee is provided an opportunity to contact the Medical Review Officer (MRO) at HireRight to resolve.
- If a non-negative result is confirmed through the MRO process, or the employee fails to comply
  with the post-accident testing program, this can result in disciplinary action up to and including
  termination of employment.