



GOODWILL

INDUSTRIES OF NORTH FLORIDA

Drug Free Workplace Policy

Effective Date: 2016
Revision Date: January 2017
Last Revision: December 2021

Purpose

Goodwill Industries of North Florida, Inc. (Goodwill) drug policy is to maintain a workplace free of illegal drugs. To ensure that the objectives of the company's corporate policy are met, the company implemented the drug-free policy.

Scope

Employees, customers, clients, and visitors of Goodwill.

Drug-Free Workplace

Goodwill has established a drug testing policy to discourage the uses of drugs and alcohol in the workplace. We hope this policy will result in a safe working environment for all Goodwill employees.

An employee is absolutely prohibited from unlawfully manufacturing, distributing, processing, possessing drug paraphernalia, or using alcohol or controlled or illegal substances in the workplace. (*Reference dispensing medication policy*). As a condition of employment, an employee is to refrain from taking illegal drugs on or off the job, or from reporting to work having consumed either alcohol or illegal drugs.

Goodwill is registered as a private carrier with the Department of Transportation (DOT). All drivers are required by the DOT to register with the clearing house. This is an outside branch of the DOT that regulates all drivers nationally. This agency maintains its database with all of the drivers' information nationally. To comply with DOT standards, Goodwill maintains a written policy regarding controlled substance and alcohol abuse that falls in line with the federal procedures for transportation workplace drug and alcohol testing programs. Any offer of employment to a job applicant for a driver position will be contingent upon satisfactory results of a drug test and clearance from the clearing house agency. Failure to take the test or a positive test result will result in the rejection of the application for employment.

Drug Testing

A current employee will be selected for drug testing under the following circumstances:

- Reasonable Suspicion Testing – An employee will be tested where there is a reasonable suspicion that an employee has violated this policy.

- Routine Medical Examination (Fitness for Duty certification) – An employee who is otherwise routinely scheduled for a medical examination may be tested for illegal drugs and alcohol as part of the medical examination.
- Random Testing – An employee may be tested at any time after being selected through a process which removes discretion in selection from manager personnel.
- Post Accident Testing – An employee who has been involved in a work-related accident resulting in injury to themselves or someone else, or who is involved in an accident in a Goodwill vehicle or in any vehicle while on Goodwill business, may be required to submit to drug testing.
- Return-to-duty Testing – An employee returning from a leave of absence greater than 14 days will be tested, as well as an employee who is returning to duty after voluntarily or involuntarily entering into a drug or alcohol treatment or rehabilitation program. An employee who enters into an employee assistance program for drug or alcohol rehabilitation program must inform Goodwill of his/her entrance into the program as soon as practicable and before returning to duty. An employee who does not report entrance into such a program is subject to discipline up to and including termination.

Reporting Use of Prescription or Non-Prescription Medications

An employee or job applicant will be able to confidentially report to a testing facility the use of prescription or non-prescription medications, as the presence of those medications in the body may affect the outcome of the test. The testing facility can also provide technical information concerning prescription or non-prescription medication. Upon reporting to the drug testing facility, the employee or job applicant should advise of any such medications.

Employees who receive any type of alcohol or drug conviction must report it to Human Resources within five (5) calendar days of any drug conviction; employers then have 10 calendar days to advise employees of next steps and/or GINFL Services contracting agency of the conviction.

Consequence of Testing Positive or Refusal to Allow Test

Job Applicant - driver position: An applicant who refuses to submit to a drug test will not be hired. An applicant who submits to a drug test which is both positive and confirmed as positive will be given another opportunity by the clearing house to submit a negative result. The clearing house requires anyone that tests positive to enter into their Substance Abuse Program (SAP) at their own cost. Upon completion of the SAP, the individual will be allowed to resubmit a urine sample for testing. The individual will also be required to submit 1 urine sample per month for the next 12 months. A positive result, at any time during this process, would cause this process to start all over again.

Current Employees: The employment of any employee who refuses to submit to a drug test will be terminated immediately. An employee who submits a positive test will be required to complete the SAP offered by Goodwill's Employee Assistance Program (EAP). Upon completion of the SAP, the individual will be allowed to resubmit a urine sample for testing. The individual will also be required to submit 1 urine sample per month for the next 12 months. A positive result, at any time during this process, would cause this process to start all over again. Likewise, any current employee who is convicted of or

pleads no contest to a drug-related criminal charge will be subject to disciplinary action up to and including termination.

Dispensing Medication

Other than topical medications for first-aid use, Goodwill does not provide nor does it dispense any medications, including over-the-counter (OTC) Drugs. Refer to the medical dispensing policy.

Any employee of Goodwill who provides or dispenses medications other than those provided in Goodwill's First Aid Kits shall be subject to discipline, up to and including termination.

Drug Testing Process

Effective September 2017 HR began using the in-house saliva testing program. The following guidelines should be followed for administering the drug tests. Anyone with a saliva test that is unreadable should be sent to Carespot or Concentra. Anyone who tests positive should be referred to Employee Relations.

New Hires

The following positions will receive an in-house saliva drug test. This will include all salaried employees, store managers, drivers, facilities, selectors, supervisors, administrative staff and executive positions.

An HR representative administers the saliva test after New Employee Orientation (NEO) in the HR office. If the test is unreadable, the employee will be sent to Carespot or Concentra. Anyone who tests positive will be referred to employee relations.

Promotions

When current employees are promoted into the following positions they will receive an in-house saliva drug test. This will include all salaried employees, store managers, facilities, selectors, supervisors, administrative staff and executive positions.

An HR representative will go to the job site or have the employee report to corporate HR and administer the saliva test. If the test is unreadable, the employee will be sent to Carespot or Concentra. Anyone who tests positive will be referred to employee relations.

Post Accident

Any employee involved in a workplace accident and files a workers comp claim will be sent to Concentra or Carespot for a post accident drug test. Anyone who tests positive will be referred to employee relations.

Random

Drivers are randomly selected for drug and alcohol testing. Because of Department of Transportation (DOT) regulations, drivers are sent to Carespot or Concentra. Anyone who tests positive will be referred to employee relations.

Reasonable Suspicion

If manager's suspect there is reasonable suspicion that an employee is under the influence of an illegal substance, they notify HR. An HR representative will go to the location and administer the saliva test. Anyone who tests positive will be referred to employee relations. If the test is unreadable, the employee must be accompanied to Carespot or Concentra after HR makes the arrangements for further testing. Anyone who tests positive will be referred to employee relations.

Return to Duty

An employee returning from a leave of absence greater than 14 days will be tested, as well as an employee who is returning to duty after voluntarily or involuntarily entering into a drug or alcohol treatment or rehabilitation program. An employee who enters into an employee assistance program for drug or alcohol rehabilitation program must inform Goodwill of his/her entrance into the program as soon as practicable and before returning to duty. An employee who does not report entrance into such a program is subject to discipline up to and including termination.

Goodwill Temps (GWT)

HR will assist GWT with administering the saliva drug tests for reasonable suspicion testing for employees placed at the Goodwill work locations. All other GWT employees are tested based on the needs of the company they will be working for.

POLICY ACKNOWLEDGEMENT

By signing below, I understand and agree to follow the Goodwill Drug Free Workplace Policy as written herein. I further understand that failure to follow this policy may result in disciplinary action, up to and including immediate termination of my employment.

EMPLOYEE NAME (Printed): _____ DATE: _____

EMPLOYEE SIGNATURE: _____

DEPARTMENT or LOCATION: _____

