

STEPS TO BE FOLLOWED

BE ADVISED that a new drug, narcotics and alcohol policy has been effected. Staff are required to sign the form – which has been sent to you- and to consent to testing.

IMPORTANT! Certain staff members may refuse to sign the consent form, in that event, please make a list of those employees along with their reasons for refusal to sign and report this to HR as soon as such employees refuse to sign so that we can deal with the situation accordingly and proactively.

BE FURTHER ADVISED that if an employee is suspected of being under the influence of alcohol, drugs or any other narcotic substances management is expected to attend to the following steps:

- (1) As soon as allegations of drug/alcohol use/intoxication are brought to your attention by someone other than yourself, make a formal note of who complained/ raised concerns and what this person alleged they observed i.e. the Employee complained about, the nature of his or her conduct, the observations of the person reporting to you.
- (2) Thereafter observe the employee yourself using the test below and make proper record on the tick list and the comments section. Be as specific as you can in the comments section.
- (3) When conducting the observation ensure to have a witness present watching and assisting you, such person is also to sign on the tick sheet with you at the end of the process
- (4) Once you have completed the record of your observation, sit with employee (in private) discuss the observations and ask him/her if he/she will take a drug/breathalyzer test.
- (5) NOTE: Employee may refuse to be tested, but be advised that any Employees who have already consented in their employment contract or in the above mentioned policy by signing such policy - refusal in this case amounts to a second offence: refusal to obey reasonable and lawful instructions which they can be charged with later at the hearing. Also note that refusal (essentially voluntarily choosing not to prove their alleged innocence) in any case can be used to draw a negative inference at the disciplinary hearing.
- (6) In the case of accepting the drug/breathalyzer test, ensure that it is conducted in line with our drug and alcohol policy and wait for results.
- (7) Only in the case of a clean drug test can you allow the person to stay at work.
- (8) Suspend the person immediately if he/she refuses to take the test or in the event that the test produces a positive result.

CONDUCTING A DRUG TEST:

- (1) In addition to the above drug and alcohol policy, be advised that only a certified person may conduct the drug and alcohol testing i.e. a nurse, doctor, etc. Therefore, when a person is to be subject to such a test please take the employee to the nearest pharmacy i.e. a dischem or a clicks and have a nurse administer the test on them.

- (2) The collection of the sample and evidentiary chain must be documented and done in a controlled environment. I.e. In the case of a urine test: buy urine pots labelled with the employees name, date and time of sample. Take the employee to the bathroom and wait for the sample to be provided, thereafter seal the sample in a ZIPLOCK bag and tape it closed in front of the employee, both you and the Employee are to sign on the Tape. The employee must immediately be accompanied to Dischem or another pharmacy where a nurse is to open the package Infront of you and the Employee and conduct the test. Thereafter ask for a printout of the results or other proof of the results.
- (3) Please take the screening sheet provided with and ask the nurse to fill it out for you.