

CONTRACTOR DRUG-FREE WORKPLACE POLICY -

SAMPLE GUIDELINES

- **NAME OF DRUG TESTING LAB**

The XYZ Company will utilize ABC Drug Screening Laboratories, 1234 Anywhere Street, Houston, Texas for all random and pre-employment drug testing.

- **RANDOM TESTING**

The XYZ Company shall randomly drug test a number equal to at least 25% of the employees in safety impact positions over the term of the City of Houston contract or annually, whichever is shorter. Drug testing shall be evenly distributed over the term of the contract or the year, whichever is shorter.

- **REASONABLE SUSPICION**

The XYZ Company shall drug test employees who are performing City of Houston contract work when reasonable suspicion exists. Employees' reasonably suspected to be impaired by drugs or alcohol shall be prevented from engaging in further work of any sort for the city, and will be subject to immediate drug testing.

- **POST ACCIDENT**

An employee shall be tested if involved in a work-related accident on a City of Houston contract worksite when the accident results in any injury or property damage.

- **SAFETY IMPACT POSITION(S)**

Company is to provide a listing of those positions, which are deemed as safety impact positions or provide a statement that no such positions exist.

- **EMPLOYEE DRUG & ALCOHOL POLICY ACKNOWLEDGEMENT FORM**

A blank copy of Employee Drug and Alcohol Policy Acknowledgement Form is to be submitted. Form is to state that the employee has read and understood the Company policy on drug and alcohol.

- **POLICY VIOLATION STATEMENTS**

Employees are prohibited from possessing, using, distributing, dispensing, manufacturing, selling or having in their possession or control any drug or banned substance while on duty or on City of Houston premises, or while acting in the course and scope of their contract at any City of Houston worksite.

- **CONSEQUENCE OF POSITIVE TEST:**

Any employee who violates the company drug and substance abuse policy shall be permanently removed from any contract City of Houston worksite.

- **CONSEQUENCE OF REFUSAL TO CONSENT:**

Any employee who refuses to consent to a drug test after notification shall be permanently removed from any contract City of Houston worksite.

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• **DRUG TESTING PROCEDURES**

Any drug screen under these provisions shall include a urinalysis test to detect the presence of the following drug groups:

	DRUG GROUP	INITIAL EMIT SCREEN (NG / ML)	CONFIRMATORY GC /MS TEST (NG / ML)
A.	AMPHETAMINES	1000	
	AMPHETAMINE		500
	METHAMPHETAMINE		500
B.	COCAINE METABOLITES	300	150*
C.	OPIATE METABOLITES	300	
	MORPHINE		300
	CODEINE		300
D.	PHENCYCLIDINE	25	25
E.	MARIJUANA METABOLITES	50	15**

* **BENZOLECGONINE**

** **DELTA 9 TETRAHYDROCANNABINOL -9-CARBOXYLIC ACID**

Revised: October 1, 2002