

REASONABLE SUSPICION PROCESS

Reasonable suspicion drug testing is performed when supervisors or managers have evidence or reasonable cause to suspect an employee of drug or alcohol use. Evidence is based upon direct observation by at least two members of management. Specific reasons for reasonable suspicion testing include physical evidence of illicit substances, patterns of erratic or abnormal behavior, disorientation or confusion and an inability to complete routine tasks.

Supervisors or managers who suspect that an employee needs to undergo drug and alcohol testing must follow the 12-step process below.

Step 1: Receive Complaints

Concerns that an employee is under the influence often come from co-workers or even clients or vendors before a supervisor or manager notices. We do not want to send an employee for testing based on hearsay or gossip, but always document the complaint or concerns of co-workers who bring this information forward. Managers should take a few extra minutes to ask what the employee observed, when the employee observed it and if others witnessed or commented on this situation. Also determine if the behavior is new or has happened in the past (possibly indicating a pattern of behavior).

Step 2: Observe the Employee

Firsthand observation should be made by two members of management. Immediately upon notice of this type of concern, the employee's supervisor, an available manager, or HR should go to this employee's work area for firsthand observation. The observer may be able to view the employee from afar, but usually he or she will need to talk with the employee directly to observe any smell of alcohol, eye dilation, slurred speech or other behaviors. The supervisor, manager or HR professional who performed the initial observation should seek a second member of management to confirm initial suspicions. The second observer should perform his or her own firsthand observation of the employee.

Step 3: Remove the Employee from Safety-Sensitive Areas

If the employee is working around machinery or heavy equipment or is in any other type of safety-sensitive job or is acting out in a way that appears to be a safety concern for the employee or others, managers or HR may need to immediately remove the employee from their work area and ask him or her to wait in a conference room or an office. Designate someone to sit with the employee as they shouldn't be left alone.

Step 4: Document Observations

Both observers should clearly document their observations, including any abnormal behaviors by completing the *Reasonable Suspicion Checklist*. The observers should be as specific as possible in their descriptions but not attempt to diagnose the situation. For example, an observation may include, but is not limited to, the following:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

Step 5: Assess the Situation

After the situation has been clearly documented, managers or HR need to assess what they know and observed to determine next steps. If both observers witnessed behaviors that create a suspicion and the documentation supports this suspicion, then managers or HR may proceed with Step 6. If there is disagreement, managers or HR may need to bring in a third party to also observe and help make a determination. Managers or HR may decide that a reasonable suspicion of use of drugs or alcohol does not exist and that no further action is necessary other than documentation of the complaint and subsequent observations.

Step 6: Meet with the Employee

When reasonable suspicion testing is warranted, both management and HR should meet with the employee and clearly explain what has been observed and documented by management and that, in order to rule out the possibility that the employee is in violation of the company's Drug & Alcohol Policy, the organization will send the employee for a drug and alcohol test. At this time the employee must complete the ***Drug & Alcohol Screening Authorization & Record Release*** form. This form is to be forwarded to HR.

Step 7: Prepare Transportation

Employees suspected of being under the influence aren't allowed behind the wheel of a car; therefore, the manager or HR should ensure the employee does not have to drive to the testing center or home afterward.

There are a number of individuals within the Company who have access to the Corporate Uber account to schedule transportation. Please reach out to one of the primary contacts listed below:

- **Primary 1st Shift Contact** (8:00am – 3:00pm M-F)
Tim Duenkel: 262-317-8778 or 414-416-1438 Tim.Duenkel@ecmindustries.com
- **Primary 2nd Shift Contact** (3:00pm – 11:00pm M-F)
Jose Ortega: 262-317-8785 or 414-526-5545 Jose.Ortega2@ecmindustries.com

ECM Industries will pay the Uber fees. The employee should be provided with the ***Transportation Information*** form so that they have the address of the facility they are going to and information as to how to reach out for a return ride back to ECM Industries.

Step 8: Send the Employee for Testing

For reasonable suspicion drug and alcohol testing there are a few different options listed below. Please choose the option that best fits the situation.

Testing & Medical Care Option 1:

(Use this option for drug & alcohol testing only OR drug & alcohol testing and medical care Monday – Friday 8:00am - 5:00pm)

Froedtert & the Medical College of Wisconsin: **Workforce Health Occupational Medicine Clinic**

Moorland Reserve Health Center: 4805 S. Moorland Road, New Berlin, WI 53151

(Enter on the east side of the building, facing Moorland Road – Front entrance, down to Garden Level)

Monday – Friday 8:00am - 5:00pm

Phone: 262-253-5150 (Select option 2, then select option 1)

Note: The manager or HR should contact the facility to advise that an employee is on the way for reasonable suspicion or post-accident drug & alcohol testing. Also, let them know if care is needed.

Testing & Medical Care Option 2:

(Use this option for drug & alcohol testing only if medical care is needed Monday – Friday 5:00pm - 8:00pm, Saturday & Sunday 7:00am – 8:00pm)

Froedtert & the Medical College of Wisconsin: **Urgent Care**

Moorland Reserve Health Center: 4805 S. Moorland Road, New Berlin, WI 53151

(Enter on the east side of the building, facing Moorland Road – Front entrance)

Sunday – Saturday 7:00am - 8:00pm

Phone: 262-798-7200

Note: The manager or HR should contact the Urgent Care facility to advise that an employee is on the way for care and that Wisconsin Diagnostic Laboratories will meet them at Urgent Care to perform reasonable suspicion or post-accident drug & alcohol testing.

The manager or HR should contact Wisconsin Diagnostic Laboratories to let them know that we have reasonable suspicion, or a post-accident need to drug & alcohol test someone at Urgent Care. Let them know that we would like a 10-panel rapid drug test with BAT. Someone will be dispatched to Urgent Care and will arrive within an hour.

Testing Option 3:

(Use this option for drug & alcohol testing only Monday – Friday 5:00pm - 8:00am, Saturday & Sunday 24 hour)

Drug & Alcohol Testing On Demand at Employer Site

This option is offered through Froedtert & the Medical College of Wisconsin's partnership with Wisconsin Diagnostic Laboratories

They will come onsite to our location to perform drug and alcohol testing

7 days per week, 24 hours per day

Phone: (414) 805-7600

Note: The manager or HR should contact Wisconsin Diagnostic Laboratories to let them know that we have reasonable suspicion or a post-accident need to drug & alcohol test someone onsite. Let them know that we would like a 10-panel rapid drug test with BAT. Someone will be dispatched to our location and will arrive within an hour.

Step 9: Wait for Test Results

The employee isn't allowed to return to work until the test results are available. Employees will be paid for time spent in alcohol and drug testing and then suspended pending the results of the drug and alcohol test.

Step 10: Respond to Employee's Refusal to Take the Test

If the employee refuses to be tested, this refusal will be treated as a positive drug test result and will result in immediate termination of employment. An Uber ride home should be provided to the employee. If the employee refuses an Uber and attempts to drive home, the manager or HR should note the employee's type of car and license plate and contact the authorities to report concern that the employee is driving under the influence.

Step 11: Respond to Negative Test Results

If the drug and alcohol test results are negative, the manager or HR should contact the employee and return him or her to the previous job and work shift as soon as possible. The employee will be paid for all work shifts and hours he or she missed while waiting for the negative drug and alcohol test results.

Step 12: Respond to Positive Test Results

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, ECM Industries may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by ECM Industries for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

The manager or HR should provide the individual with the contact information for the Employee Assistance Program (EAP) regardless of whether the individual's employment is continued.

Employee Assistance Program (EAP)

LifeMatters

Available 24/7/365

1-800-634-6433

www.mylifematters.com

Password: ECM1



TEMP EMPLOYEE REASONABLE SUSPICION PROCESS

If there is reasonable suspicion with a temporary employee, please reach out to the proper agency immediately.

Agency: SEEK Careers/Staffing

- Call SEEK'S office immediately at 262-798-3036 (This is a 24/7 phone line that can be used regardless if the individual is on 1st shift or 2nd shift)
- SEEK'S on call staff will be notified and will report onsite to ECM Industries to observe the individual
- SEEK will determine if there is reasonable suspicion and if the individual needs to visit one of their 24/7 clinics
- SEEK'S representative will assist the employee to the clinic

Agency: Manpower

- During regular business hours call the Manpower office at 414-475-5252
 - Amy Marshall - Market Manager (Mobile #) 224-280-2208
 - Aida A. Ornelas - Market Delivery Lead (Mobile #) 414-943-2522

Transportation Information

This form should be provided to the employee when they are being transported to Froedtert & the Medical College of Wisconsin Moorland Reserve Health Center. The manager should check the appropriate clinic option, so the employee knows where to go once they arrive at the facility. This form also provides the employee with instructions for a return ride back to ECM Industries. ECM Industries will pay the Uber fees.

Manager: Please check the appropriate clinic option below.

Clinic Option 1:

Froedtert & the Medical College of Wisconsin: **Workforce Health Occupational Medicine Clinic**
Moorland Reserve Health Center: 4805 S. Moorland Road, New Berlin, WI 53151
(Enter on the east side of the building, facing Moorland Road – Front entrance, down to Garden Level)
Monday – Friday 8:00am - 5:00pm
Phone: 262-253-5150

Clinic Option 2:

Froedtert & the Medical College of Wisconsin: **Urgent Care**
Moorland Reserve Health Center: 4805 S. Moorland Road, New Berlin, WI 53151
(Enter on the east side of the building, facing Moorland Road – Front entrance)
Sunday – Saturday 7:00am - 8:00pm
Phone: 262-798-7200

Employee: When your visit at the Moorland Reserve Health Center is complete, please reach out to one of the primary contacts listed below so they can schedule your transportation back to ECM Industries.

- **Primary 1st Shift Contact** (8:00am – 3:00pm M-F)
Tim Duenkel: 262-317-8778 or 414-416-1438 Tim.Duenkel@ecmindustries.com
- **Primary 2nd Shift Contact** (3:00pm – 11:00pm M-F)
Jose Ortega: 262-317-8785 or 414-526-5545 Jose.Ortega2@ecmindustries.com

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