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| Institute for Medical Research, Inc. | Policy on Drug & Alcohol Use | No. 602 | |
| | | Effective Date 4/14/09 | |
| | | Revision Date | |
| | | Final Approval | Approved by IMR Board of Directors: 4/14/09 |

Purpose

To establish IMR's policy on drug and alcohol use.

Scope

IMR Employees and Investigators

Policy

It is IMR's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on VA/IMR premises and while conducting business-related activities off VA/IMR premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify IMR of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the IMR Administrative Office without fear of reprisal.