DRUGS AND ALCOHOL

No employee will be permitted to work or represent Benco while under the influence of drugs, alcohol or controlled substances. This also applies to prescription medication(s) being taken while at work without the supervisor's or Director's knowledge. Because marijuana remains an illegal drug under federal law, there is no exception for marijuana use under this policy, including medical marijuana use. The manufacture, sale, use or possession of drugs, alcohol, controlled substances or prescribed medication(s) (that have not been approved by a supervisor or Director or are not prescribed to the employee) which impairs job performance or poses a hazard are not permitted while on duty or on Benco premises.

An individual receiving Benco services has the right to self-administer medical or recreational marijuana/cannabis or alcohol. The employee will not assist with the acquisition or administration of any federally illegal product including marijuana/cannabis. An acquisition may not include any supports to plan for, budget for, travel to or from or shop for any product containing marijuana/cannabis. Administration may not include any supports to prepare, dose, apply or deliver any product containing marijuana/cannabis. It is the individual's responsibility to obtain their marijuana/cannabis.

When an individual chooses to self-administer marijuana/cannabis the employee is not permitted to engage with the individual for the duration of use. The employee is responsible to ensure other individuals are redirected away from access of marijuana/cannabis while the individual is self-administering.

REASONABLE SUSPICION

Benco reserves the right to conduct pre-employment or random drug, alcohol or controlled substance testing. This includes testing for prescribed medication(s) being taken without the supervisor or Director's knowledge or taking medications not prescribed to the employee. Currently, Benco tests for drugs, alcohol, controlled substances or prescribed medications (being taken without the supervisor or Director's knowledge or taking medication that is not prescribed to the employee) where there is a reasonable suspicion of use as determined by Benco management and/or administrative employees. If a department supervisor or fellow employee has reason to believe that another employee is under the influence of drugs, alcohol, controlled substances or is taking prescription medication that has not been approved by the supervisor or Director, that employee needs to immediately call their supervisor. If a supervisor cannot be reached, the employee will call a Residential Director and/or the

Personnel Director or Executive Director. Either the supervisor or a Director will respond to the program immediately to observe and assess the situation.

The employee may be subject to testing without notice whenever there exists a reasonable suspicion that the employee is impaired or affected on the job by drugs, alcohol, controlled substances or prescription medication(s) not approved by the supervisor or Director. Reasonable suspicion will exist whenever any of the following behaviors are observed: the smell of alcohol or marijuana on the breath, skin or clothing; an impaired gait; slurred, slow or abnormal speech; disruptive behavior; sleeping on the job when it is not a proper time to sleep; frequent and unexplained absences from work; erratic work performance; difficulty with concentration; disorientation; fatigue or lethargy; and any other behavior or appearance which is consistent with drug and/or alcohol or any other controlled substance impairment.

DEFINITION OF DRUGS AND ALCOHOL

Drug- includes any substance which may impair mental or motor function and includes, but is not limited to, illegal drugs, substances controlled under federal or state law, synthetics, designers, "look-alikes", inhalants, prescription drugs which are not used in accordance with the prescription, or other similar substances.
Alcohol- includes any beverage or substance containing alcohol including ethanol, isopropanol, or methanol.
Under the Influence- means having any detectable level of a drug or alcohol in their system (including but not limited to blood, oral fluids and urine). It also includes having consumed alcohol or drugs so recently that there is reasonable possibility of impairment to safe and efficient functioning.
On duty- includes any scheduled work time, breaks, rest, or meal periods taken during the work day/night as well as time on Benco premises preparing for work, waiting to be assigned to work, or time spent after work preparing to leave. "On-duty" also includes any time you are representing Benco.
Premises- includes all Benco property, buildings, furniture, equipment, Benco vehicles, parking lots, and any location at which Benco business is conducted regardless of ownership. This also includes an employee's personal vehicle on Benco property, as well as travel time in the company vehicle or in an employee's personal vehicle while on shift or while traveling to work.

PRESCRIPTION MEDICATIONS

If an employee is using a prescription medication that may impair mental or motor function, the employee must inform their supervisor of such drug use. It is the employee's responsibility to discuss with the prescribing physician and understand the potential side effects of the prescribed medication(s). Any potential impairment of the safe and efficient performance of duties caused by the medication must be discussed with the employee's supervisor and/or Director prior to beginning work.

Benco reserves the right to have a physician determine if a prescription drug produces hazardous effects or to restrict the quantity that an employee is allowed to bring to work or restrict the employee from using the prescription medication while at work. Prescription drugs may be taken only as prescribed by a physician.

PROCEDURES AND TESTING

Drug, alcohol, controlled substances and prescribed medication(s) (that have not been approved by a supervisor or Director or are not prescribed to the employee) testing will be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment and laboratory facilities which have either been approved by the U.S. Department of Health and Human Services or are otherwise believed to be accurate and reliable based upon information available to Benco.
If Benco has reasonable suspicion to believe that an employee is under the influence of drugs, alcohol or controlled substances or is taking prescribed medication(s) that has not been approved by a supervisor or Director or is not prescribed to the employee, that employee will be suspended immediately without pay until the test results are determined.

If the employee's test result is negative, the employee may receive disciplinary action based on the circumstances of the reasonable suspicion. The employee will be released back to work immediately and will be paid a canceled shift for the time they were suspended.

If the employee's test result is positive, the employee will be terminated immediately.

BENCO PROPERTY

Benco reserves the right to search and/or inspect Benco property as well as any personal items brought onto Benco property by employees for drugs, prescription drugs, alcohol, and controlled substances. Refusal to cooperate with a search is a violation of this policy, which may subject the employee to discipline up to, and including immediate termination.

REHABILITATION ASSISTANCE

If an employee believes that they have a problem involving the use of drugs, prescription drugs, alcohol or any controlled substance, the employee is encouraged to ask for assistance from Benco. If the employee self-identifies as having a chemical dependency problem, the employee will be given the opportunity for confidential treatment. Some treatment or counseling may be available through Benco provided insurance. Any cost not covered by the company provided insurance is the employee's responsibility.

Although Benco will support the employee's voluntary treatment efforts for drug, prescription drug, alcohol and/or controlled substance dependency problems, it is the

employee's responsibility to pursue treatment before dependency problems result in unsatisfactory work performance or attendance. However, after a violation of our policy or standards occurs, willingness to seek Benco or outside assistance will not excuse the violation.

The employee is required to fully cooperate with every aspect of the treatment when enrolling in a treatment program, including submitting to any professional evaluations for drug, prescription drug, alcohol and/or controlled substance dependency. The employee will be placed on a leave of absence. If the employee has sick time, they must use all available accrued sick time during the treatment. During a leave of absence extending 30 consecutive days or more, the employee will not accrue sick or vacation time.

The employee will be required to sign a release authorizing Benco to consult with the treatment provider to verify required treatment program participation and completion. Should the treatment provider not release the employee to return to work at the end of the original treatment period, the additional time off will continue to be without pay; and the employee must test negative prior to returning to work. All employees going through a treatment program will be subject to testing at any time for drugs, alcohol, controlled substances or prescribed medication(s) (that are not approved by a supervisor or Director) and will be tested at any time for the remainder of their employment with Benco. If the employee tests positive a second time during the course of their employment with Benco the employee will be terminated immediately.

This benefit is available only to employees who make voluntary self-referrals for treatment and <u>not</u> as a result of a positive drug and/or alcohol test. This benefit is only available to employees who have completed their 6-month probation period successfully and can only be used once during the duration of thier employment. "Sub status" employees are not eligible for rehabilitation assistance.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 5/7/26