

3.930B Addendum: Controlled Substance Prevention

I. Policy

It is the policy of RCUH to maintain a safe and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol in the workplace is prohibited. Reporting to duty under the influence of any controlled substance is also prohibited.

Violation of this policy may result in disciplinary action up to and including termination of employment. Violations may also be referred to the appropriate authorities for criminal investigation and/or prosecution.

II. Responsibilities

A. RCUH Employee

1. Refrain from the unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol in the workplace. Refrain from reporting to duty under the influence of any controlled substance/alcohol.
2. Report any violations of this policy as soon as possible to the Principal Investigator/designee or RCUH Director of Human Resources at (808) 956-6965 or (808) 956-3100.

B. Principal Investigator

1. Report any violations of this policy as soon as possible to the RCUH Director of Human Resources at (808) 956-6965 or (808) 956-3100.

III. Applications

This policy applies to all RCUH employees regardless of status, FTE, or employment category.

This policy also provides guidance to Principal Investigators and/or designees who employ individuals through the RCUH.

IV. Details of Policy

A. Prohibitions under the Controlled Substance Abuse Policy

1. Alcohol is Prohibited: The unauthorized possession, use or distribution of alcohol while on company property, while on a company worksite, or while on company business, or reporting for duty under the influence of alcohol is strictly prohibited.
2. Illegal Drugs are Prohibited: Illegal drugs include those substances controlled under federal or state law that are not authorized for sale, possession, or use, as well as legal drugs that are obtained or distributed illegally. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by an employee is

prohibited. Arriving on company property or worksites while under the influence of an illegal drug is prohibited.

B. Employees Engaged in Prohibited Activity May Be Subject to Employment Action – Any employee engaged in any of the prohibited activities listed above may be subject to any or all of the following:

1. Be removed from the workplace
2. Be required to undergo testing for controlled substance
3. Be referred to an Employee Assistance Program (EAP)
4. Be subject to disciplinary action, up to and including termination
5. Be subject to criminal investigation and/or prosecution

V. Procedures

A. Procedures on Reporting Potential Controlled Substance Abuse Issues/Concerns

1. Employees May Self-Identify: Employees who are dependent on controlled substance(s)/alcohol may self-identify to either the Principal Investigator/Designee or a RCUH Human Resources representative. The employee may be removed from workplace and/or placed on a leave of absence for referral to a drug/alcohol rehabilitation program. Continuation of employment will be contingent upon the successful completion of the rehabilitation program.
2. Employees Must Report Violations of this Policy: Any employee who believes that violations of this policy are taking place must report it as soon as possible to the Principal Investigator/Designee or the RCUH Director of Human Resources at (808) 956-6965 or (808) 956-3100.

B. RCUH Will Conduct an Investigation – All reports of controlled substance use at or during work will be investigated promptly by RCUH Human Resources. Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Violations may also be referred to the appropriate authorities for criminal investigation and/or prosecution.

VI. Reference Information

A. Substance Testing Site Locations

1. O'ahu List
2. Neighbor Islands List

VII. Contact

RCUH Human Resources Director: (808) 956-6965
rcuhhrdirector@rcuh.com

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