

**ADDENDUM**  
**I.M.P.A.C.T. DRUG AND ALCOHOL SCREENING POLICY**

**Date: September 1, 2005**

**Subject: For Cause Testing and Supervisor Training**

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POLICY CHANGE

**Section II. Program Requirements**

**6. Program Test Types**

**6.5 For Cause\*** - A test may be administered in the event a trained supervisor has a reasonable cause to believe that the employee has reported to work under the influence, or is or has been under the influence while on the job; or has violated this drug policy. During the process of establishing reasonable cause for testing, the employee has the right to request his onsite union representative to be present. If on-site representation is not available, all efforts will be made to contact representation from the employee's union.

POLICY ADDITION

**13. Employer Training**

Supervisory training must include at least four hours of initial informational and skill-building sessions for all supervisors. Training shall address:

- Drug Free Workplace supervisory responsibilities
- Facts about alcohol and other drugs – signs and symptoms
- Drug and alcohol testing processes
- Documentation and intervention techniques
- Making effective use of assistance or rehabilitation programs

New supervisors should receive training within six weeks of becoming a supervisor. They should not be involved in testing responsibilities until trained.

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**Supervisory Training Materials**

IMPACT has created, and made available, supervisor training materials for representatives to use as a guide. These training materials will be distributed during substance abuse program start up. They may also be obtained:

- Online at [www.impact-net.org](http://www.impact-net.org)
  - By contacting an IMPACT representative at 1-800-545-4921
  - By contacting Mobile Medical Corporation at 1-888-662-8358
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