



Reasonable Suspicion Procedure

1. **Concerning behaviors are noticed/reported** - (below is not an exhaustive list)
 - Appearance: pupils dilated, bloodshot eyes, sweating, flushed, unusual odor
 - Abnormal speech: slurred, incoherent, loud
 - Awareness: sluggish, confused, mood swings, euphoria
 - Motor Skills: lack of coordination, stumbling, falling, staggering
 - Ask what the team member observed
 - Ask when the team member observed it
 - Ask if there were others who witnessed it or have commented on it

2. **Contact your District Manager Immediately**
 - After relaying the information to your supervisor, District Manager will call Employee Relations via TEAMS to guide you through the next steps
 - A. Further observe the team member and use the Reasonable Suspicion Checklist**
 - First hand observation should be made by a member of management if possible
 - Talk to the team member to determine if they appear under the influence
 - If their motor skills are impaired or if their behavior indicates possible drug or alcohol intake document observations
 - Both members of leadership should complete the Reasonable Checklist when possible and check all that apply
 - Once complete, sign, date and return to Employee Relations

3. **Drug Test Steps In partnership with Employee Relations**
 - Store Manager or District Manager (when possible) must take the team member from the sales floor, desk, etc; to a private area
 - Tell the team member we suspect that they are under the influence of drug and/or alcohol and we want them to take a drug test
 - A. If team member refuses to partake in the drug test**
 - Ask them to sign the Declination to Test form and communicate immediate termination
 - Declining to take the drug test (whether they sign the form or not) will result in immediate termination
 - Arrange for and/or offer a ride home by calling an uber/taxi
 - If the team member chooses to drive, document the refusal of the offered ride home
 - If they refuse alternative transportation and begin to drive themselves, immediately call the police to report the concern
 - B. If team member agrees to drug test - prepare for transportation**
 - We should not allow a team member we suspect of being under the influence of drug and/or alcohol use to drive
 - The manager should ensure either they or another member of management drive the team member to the drug test facility
 - C. Employee Relations will arrange testing at local facility**

- Employee Relations will give management the name of the facility and directions
- Employee Relations will contact the facility so they have the necessary information to test
- Management must wait for the team member to finishing testing and make arrangements to get them home safely

D. Wait for the results

- Do not wait at the facility
- Arrange for transportation to take them home
- Employee Relations with communicate results
- Team member cannot work until results are given

E. Responding to negative test results

- Employee Relations will first contact leadership then the team member to provide the results.
- Employee Relations will coordinate with leadership and team member to get them back to work
- Team member will be paid for any missed shifts

F. Responding to positive test results

- Continue with termination due to violation of company's drug and alcohol policy
- Employee Relations will contact the team member to let them know we are terminating their employment
- Store Manager will submit the termination approval in Workday