



POLICY: Drug-Free Workplace Policy

<i>Original Implementation Date:</i>	6.2021	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
--------------------------------------	--------	--------------------------------	--	--------------------------------	-----------------	-----------------	---

PURPOSE: It is the policy of Sun Health to maintain a drug-free workplace. The possession and use of unauthorized controlled substances is strictly prohibited as it subjects all team members and customers to unacceptable safety risks.

POLICY: Compliance with this policy is a condition of employment and continued employment with Sun Health. Failure to cooperate with Sun Health in its implementation of this policy may also be grounds for discipline, up to and including termination.

1. Whenever team members are on Sun Health property, operating any Sun Health vehicle, and/or conducting company-related work offsite (including working remotely), they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing, dispensing or consuming narcotics and unauthorized controlled substances (to include possession and use of drug paraphernalia and marijuana – medical or recreational).
 - b. Possessing or consuming alcohol (unless authorized by executive or senior leadership for a special event).
 - c. Reporting to work while impaired by the use of alcohol, marijuana or a controlled substance which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
2. The presence of an alcohol level at or over .08, misuse of prescription drugs, or any detectable amount of an illegal drug in a team member's system while performing company business or while in a company facility is prohibited.
3. Sun Health will also not allow team members to perform their duties while taking prescribed drugs that adversely affect their ability to perform their job duties safely and effectively.
4. Team members are prohibited from bringing any drug paraphernalia onto Sun Health property at any time. Any team member who possesses or distributes such paraphernalia while on company property shall be subjected to disciplinary action, up to and including termination. In addition, any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

It is each team member's responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize his or her safety or the safety of others. This responsibility includes immediately reporting any violation of the Drug-Free Workplace policy. A team member who fails to report such a violation is subject to disciplinary action, up to and including termination. No team member may report to work impaired by any drug or alcohol, regardless of whether lawfully obtained or prescribed.



POLICY: Drug-Free Workplace Policy

<i>Original Implementation Date:</i>	6.2021	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
--------------------------------------	--------	--------------------------------	--	--------------------------------	-----------------	-----------------	---

DRUG AND ALCOHOL TESTING:

Sun Health will pay for any drug and/or alcohol test that it requests or requires. Sun Health will not discriminate against applicants or team members who are medical marijuana cardholders, but they may not use, possess or be under the influence of medical marijuana in the workplace.

Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination of employment.

Pre-Employment Testing

Each applicant for employment will be required to undergo drug screening as a condition of employment. If an applicant tests positive and is determined to be in violation of this policy or the law, the applicant may be ineligible for employment. The refusal to submit to testing will result in disqualification of employment consideration.

Reasonable Suspicion Testing

Team members are subject to testing based on (but not limited to) observations by a Sun Health leader and/or Human Resources of apparent workplace use, possession, or impairment. HR should be consulted before sending a team member for testing. Management and/or Human Resources must use the **Drug and Alcohol Testing Impairment Checklist** to document specific observations and behaviors that create a reasonable suspicion that a team member is under the influence of drugs or alcohol. Examples include:

- Odors (smell of alcohol, marijuana, body odor or urine)
- Movements (unsteady, fidgety, dizzy)
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements)
- Face (flushed, sweating, confused or blank look)
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

When reasonable suspicion testing is warranted, both management and HR will meet with the team member to explain the observations and the requirement to undergo a drug and/or alcohol test immediately.

Team members may be required to provide evidence of medical certification (such as a prescription) if they test positive for drug use or are found to be in possession of prescription drugs on Sun Health



POLICY: Drug-Free Workplace Policy

<i>Original Implementation Date:</i>	6.2021	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
--------------------------------------	--------	--------------------------------	--	--------------------------------	-----------------	-----------------	---

property. Using prescription drugs in a dosage or manner other than as prescribed is a violation of this policy. Reporting to work impaired or taking any medication that makes a team member impaired while working is a violation of this policy, regardless of whether the medication was properly acquired.

Under no circumstances will the team member be allowed to drive himself or herself to the testing facility. Sun Health will arrange for transportation to the testing facility and also arrange for the team member to be transported home.

Post-Accident Testing

Team members are subject to testing when they cause or contribute to accidents that damage a Sun Health vehicle, machinery, equipment, or property or that result in an injury to themselves or another team member. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which a team member who was operating a Sun Health owned or managed motorized vehicle is found to be responsible for causing the accident. In any of these instances, investigation and subsequent testing must take place within a reasonable amount of time after being made aware of the accident. Intentional delay in reporting or refusal by a team member to be tested will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the team member be allowed to drive himself or herself to the testing facility. Sun Health will provide transportation to the testing facility and also arrange for the team member to be transported home.

Team members will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and HR.

Refusal to Test

Refusal by a team member will be treated as a positive drug or alcohol test result and may result in immediate termination of employment. If the team member refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the team member be allowed to drive home.

Confidentiality of Test Results

Sun Health will not disclose test results except as authorized by the person tested in writing or as authorized, permitted or required by applicable law. Team members are entitled, upon request, to their written test results.



POLICY: Drug-Free Workplace Policy

<i>Original Implementation Date:</i>	6.2021	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
--------------------------------------	--------	--------------------------------	--	--------------------------------	-----------------	-----------------	---

INSPECTIONS:

Sun Health reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All team members, contractors and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband. Team members who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

Disclosure of Drug Use

Sun Health does not desire to intrude into the private lives of its team members but recognizes that team members' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Sun Health reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All team members who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to HR within five days. Failure to comply will result in disciplinary action, up to and including termination.

Team members who notify a member of management of their unauthorized drug use prior to being tested will be subject to written formal warning. Sun Health will engage in an interactive process with the team member as required by the Americans with Disabilities Act (ADA). Team members will be required to follow all steps outlined by Human Resources, including follow-up drug testing. Non-compliance will result in disciplinary action, up to and including immediate termination.

DEFINITIONS:

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned or managed by Sun Health or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Team members who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to disciplinary action, up to and including termination.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that a team member is impaired because of alcohol use.



POLICY: Drug-Free Workplace Policy

<i>Original Implementation Date:</i>	6.2021	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
--------------------------------------	--------	--------------------------------	--	--------------------------------	-----------------	-----------------	---

“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (including prescription and OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the team member’s name, the name of the substance, quantity/amount to be taken and the period of authorization).