

REASONABLE SUSPICION DETERMINATION CHECKLIST

Employee's name: _____

Department: _____

Date of Conduct Incident(s): _____

Location(s) or Work Area(s): _____

STEP ONE: RECOGNIZING SIGNS

The indicators listed below are examples of possible indicators of drug and/or alcohol abuse or misuse that may be observed by management. This is not an exhaustive list*** and is only intended to help assist the Company in its effort to maintain a reasonably safe work environment and productive workforce. **Of course, nothing here is intended to interfere with any employee's rights recognized by the Company's Equal Employment Opportunities Policy, its Anti-Harassment and Anti-Discrimination Policies, and the Americans with Disabilities Act.**

Moods

- Depressed
- Anxious
- Irritable
- Suspicious/Paranoid
- Complains about others with no rational basis
- Emotional unsteadiness
- Mood Changes after lunch or break

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays Fridays, or before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain or bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

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Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues
- Staggering or swaying back and forth
- Slurring of speech
- Distinct odor(s)
- Sexually harassing conduct
- Bullying of others

Work Patterns:

- Inconsistency in quality of work
- Sudden or erratic high and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

Accidents:

- Taking of needless risks
- Disregard for safety rules or procedures
- Disregard for the safety of others
- Higher than average accident rate on and off the job
- Contributing to an unsafe act or accident (including a “near miss” scenario)

Relationship to Others on the Job:

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Complaints of problems at home such as separation, divorce and child discipline problems
- Persistent job transfer requests

***Reasonable suspicion can also be based on symptoms, including, but not limited to, of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior,

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negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others.

STEP TWO: DOCUMENTATION

Observing and Documenting Current Indicators

Patterns of any of the above conduct or combinations of conduct may occur, but **must be accompanied by indicators of impairment** in order to establish reasonable suspicion.

Please check all indicators listed below that are currently present:

PHYSICAL

Walking:

- Holding on to surroundings;
- Stumbling;
- Unable to walk;
- Unsteady;
- Staggering;
- Swaying;
- Falling;
- Other (describe) _____
- _____
- _____
- _____

Standing:

- Swaying;
- Feet unusually wide apart;
- Unable to stand;
- Unusually Rigid;
- Staggering;
- Sagging at knees;
- Other (describe) _____
- _____
- _____

Movements:

- Fumbling;
 - Jerky;
 - Nervous;
 - Slow;
 - Normal;
 - Hyperactive;
 - Scratching;
 - Reduced reaction time;
 - Not following tasks;
 - Diminished coordination;
 - Tremors;
 - Other (describe) _____
-
-
-

Eyes:

- Bloodshot;
 - Watery;
 - Droopy;
 - Glassy;
 - Closed;
 - Dilated Pupils;
 - Constricted Pupils;
 - Involuntary Movement;
 - Other (describe) _____
-
-
-

Face:

- Flushed;
 - Pale;
 - Sweaty;
 - Other (describe) _____
-
-
-

Breath:

- Alcoholic odor;
 - Chemical odor;
 - Pungent odor;
 - Unusual odor;
 - Heavy use of breath spray;
 - Other (describe) _____
-
-
-

Speech:

- Whispering;
 - Slurred;
 - Shouting;
 - Incoherent;
 - Slobbering;
 - Silent;
 - Rambling;
 - Mute;
 - Slow;
 - Other (describe) _____
-
-
-

Appearance:

- Neat;
 - Unruly;
 - Messy;
 - Dirty;
 - Stains on clothing;
 - Marijuana Odor;
 - Partially dressed;
 - Bodily excrement stains;
 - Visible puncture marks or tracks;
 - Burnt smell on clothes, hair, body;
 - Excessive sweating in cool area;
 - Other (describe) _____
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BEHAVIORAL

Demeanor:

- Uncooperative;
 - Belligerent;
 - Talkative/Rapid Speech;
 - Sarcastic;
 - Sleepy;
 - Crying;
 - Nauseous;
 - Sleeping on the job;
 - Argumentative;
 - Excited;
 - Withdrawn;
 - Mood swings;
 - Overreaction to minor things;
 - Excessive laughter;
 - Forgetful;
 - Other (describe) _____
-

Actions:

- Hostile;
 - Fighting;
 - Profanity;
 - Drowsy;
 - Vomiting;
 - Threatening;
 - Erratic;
 - Hyperactive;
 - Resisting communication;
 - Paranoid;
 - Baseless Panic;
 - Other (describe) _____
-
-
-

Other:

- Proximity to paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)

 - Proximity to any substance that is or appears to be a drug or alcohol

 - Other (describe in detail what it is, where it is, etc.) _____
-
-
-

STEP THREE: WITNESS CORROBORATION (IF APPLICABLE)

Behavior(s) witnessed by:

Date and Time of observation: _____

Location of observation: _____

Witness narrative(s) (if any): _____

STEP FOUR: MAKE A DETERMINATION

_____ **Reasonable suspicion established**

Drug/Alcohol testing to take place as soon as practicable. Employee must be transported to the nearest drug testing facility. Employee to be relieved of all duties until test result is received by Employer.

_____ **Reasonable suspicion NOT yet established**

Document retained by the Human Resources Department.

Prepared by: _____

Additional notes (if any): _____

Supervisor/Manager Signature: _____

Date: _____

REVIEWED BY HUMAN RESOURCES

Date: _____

Signature: _____

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