

Smoke Free / Drug Free Workplace		COO Approval Date	
		COO Signature	
		BOARD Approval Date	
Author	Grace Austin	CEO Approval Date	
Owner	Grace Austin	CEO Signature	
Owner-Title/Dept	Head of Finance & Administration	Version #	First Read 1.29.20
Regulatory Compliance		Regulation #	

Scope/Applicability

Health Information Alliance, Inc. (HIA, Inc.) aims to provide a healthy, safe and secure work environment. Therefore, HIA, Inc. has been designated as a smoke and drug free workplace. Smoking is only permitted in designated smoking areas outside of the facilities owned by University of Connecticut, Technology Incubation Program. Employees are forbidden to report to work under the influence of alcohol or drugs.

Sale or possession of illegal drugs or prescription drugs not properly obtained by the employee is prohibited.

This policy applies to all employees, contracted employees, volunteers, and interns of HIA, Inc.

Policy Statement

1. Applicants/New Employees: Upon acceptance of a conditional offer of employment for a HIA, Inc. position, all potential employees and contracted providers will submit to a post offer, pre-employment 9-panel drug test. An outside firm is contracted to complete the drug test. The drug test must be completed within 48-hours of accepting a conditional offer of employment. Initially, a rapid test will be conducted by the contracted firm. With a negative result on the rapid test, no additional testing is required. With an undetermined result on the rapid test, the same sample will be sent for additional testing. A positive result, as determined by the contracted provider, will result in HIA, Inc. rescinding the conditional offer of employment. A history of drug or alcohol addiction will not automatically disqualify candidates for employment.
2. Use of Drugs and/or Alcohol: The use, possession, purchase, sale, plan for sale or transfer of alcohol, illegal drugs or any prescription drugs that have not been properly prescribed to you, on HIA, Inc. or University of Connecticut property, and/or while engaged in HIA, Inc. activities is strictly forbidden and will result in immediate termination except for approved Corporate Sponsored Events and Activities as defined below in item number 4.

Reporting to work under the influence of alcohol, illegal drugs, or prescription drugs not properly prescribed to you is strictly prohibited. If a supervisor has a reasonable suspicion that an employee is not fit for work, Human Resources will be contacted to determine if a drug and/or an alcohol test is appropriate. A positive test result, as determined by the contracted provider, for drugs and/or alcohol will result in disciplinary action up to and including immediate termination. Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work.

Employees are required to notify their supervisor, before beginning work, when taking medication or drugs which may interfere with the safe and effective performance of duties or operation of equipment. While use of prescription medications and drugs is not a violation of this policy, failure to notify his/her supervisor, before beginning work, when taking medications or drugs which could potentially interfere with the safe and effective performance of duties or operation of equipment can result in disciplinary action, up to and including termination of employment. If side effects result in unsafe behavior, the employee will be sent home and may utilize accrued sick time.

3. Smoking: Smoking is prohibited inside all buildings and vehicles owned and leased by University of Connecticut. Smoking is permitted in designated areas outside of University of Connecticut owned or leased facilities. These designated areas are away from open windows and entrances in order to reduce the potential exposure to second-hand smoke.
 - a. All smoking debris must be disposed of properly by the smoker.
 - b. Employees who smoke are not permitted to take additional breaks or divide up their meal period to allow for additional opportunities to smoke.

4. Corporate Sponsored Events and Activities: Consumption of alcohol may be permitted for approved special events or occasions by Executive Director in advance. Employees, contracted employees, volunteers, and interns are required maintain professional behavior and comply with all legal requirements and limitations at all times.

Evaluation/Review

The overall performance of the organization in meeting the objectives of this policy is assessed annually by the Chief Financial Officer. The evaluation consists of review of this policy annually, revising and updating as needed.