

## Drugs, Narcotics and Alcohol

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**Overview** Huron Consulting Group (the Company) considers illegal drugs and alcohol in the workplace to be a hazard to an employee's health, dangerous to every employee's safety and a hindrance to maintaining a productive and qualified workforce. Substance abuse is an impediment to competent workers and quality products, and as such cannot be condoned in the workplace. Accordingly, the Company is dedicated to maintaining a workplace free of illegal drugs and alcohol.

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**Coverage** All employees.

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**Violation of Policy** Any employee who violates this policy shall be subject to disciplinary action, up to and including, termination.

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**General Prohibitions Relating to Illegal Drugs and Alcohol** The following employee conduct is strictly prohibited:

- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drug or alcohol on Company premises or while conducting Company business off-premises.
- Reporting to work or otherwise entering Company premises while under the influence of illegal drugs or alcohol. The Company deems an employee to be "under the influence" if he or she is affected by illegal drugs or alcohol in any detectable manner.
- Any other use of alcohol and/or involvement with illegal drugs off Company premises that adversely affects the individual's work performance, his or her own safety, the safety of others, or the Company's reputation in the community.
- Conduct which results in conviction under a criminal drug statute for a violation occurring in the workplace.
- Failure to notify the Company of any arrest or conviction under criminal drug statute within five (5) days of the arrest or conviction.
- Refusing to submit to or efforts to tamper with a drug or alcohol test.

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**Drug or Alcohol Tests** Huron may require employees to submit to a drug or alcohol test when:

- The Company has a reasonable suspicion that an employee is under the influence of or in possession of illegal drugs or alcohol on Company premises;

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**Drug or  
Alcohol Tests  
(continued)**

- The employee is involved in a work-related accident that may have resulted from his or her error; or
- The employee has tested positive for the presence of drugs or alcohol within the prior 12 month period.

A positive result of a drug or alcohol test will be considered a violation of the Company drug policy and may result in discipline, up to and including termination. Employees who refuse to take the drug or alcohol test will be regarded as violating the Company's drug policy and may be subject to discipline, up to and including termination.

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**Searches**

When there is reason to believe that a specific employee or group of employees may be in possession of illegal drugs or alcohol or otherwise in violation of this policy, they may be required to submit to searches of their clothing, Company desks, lunch boxes, purses, briefcases or other containers or personal vehicles which have been brought onto Company property. An employee's refusal to permit a search may result in discipline, up to and including discharge.

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**Assistance  
for Substance  
Abuse  
Problems**

The Company recognizes drug and alcohol dependency as an illness and a major health problem. The Company also recognizes drug and alcohol abuse as a potential health, safety, and security problem. Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. (See Leaves of Absence Policy).

Employees experiencing problems with controlled substances are urged to voluntarily seek assistance through the Company's health insurance programs to resolve such problems before they become serious enough to require management referral or disciplinary action for poor performance. Employees whose job performance deteriorates may be encouraged by management to seek referral under the mental health/substance abuse provisions of their medical plan for diagnosis of the performance problem. Participation in treatment will not jeopardize an employee's job, and successful treatment will be viewed positively. However, participation will not prevent normal disciplinary action for performance issues that have already occurred or release an employee of responsibility to perform assigned duties in a safe and efficient manner.

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**Assistance  
for Substance  
Abuse  
Problems  
(continued)**

Also, any employee who violates the prohibitions against the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace will still be subject to disciplinary action up to and including, but not limited to, termination of employment, notwithstanding the employee's participation in a drug rehabilitation or assistance program.

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**Related  
Policies**

Leave of Absence

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