

This policy was updated on 6/26/18. Updates are highlighted in yellow.

Drugs and Alcohol

1.0 Philosophy

Humana has a strong commitment towards a safe, healthy, and socially responsible environment for its associates.

2.0 Purpose

This policy documents measures Humana has adopted to establish a drug-free and alcohol-free workplace.

3.0 Policy – Drugs

It is Humana's policy to attempt to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The unlawful use of controlled substances and the misuse of prescription drugs are inconsistent with the behavior expected of associates. Illegal drug use subjects all associates and visitors to our facilities to unacceptable safety risks, and it undermines Humana's ability to operate effectively and efficiently. Reporting to work while under the influence, unlawful manufacture, solicitation, distribution, dispensing, possession, sale, or use of a controlled substance or the misuse of prescriptions in the workplace or while engaged in company business off Humana premises is strictly prohibited at all times.

Humana also reserves the right to terminate employment for off-the-job (non-working time) illegal drug use. Off-the-job use could adversely affect an associate's performance or could jeopardize the safety of other associates or the public. Off-the-job illegal drug use could also jeopardize customers' or the public's confidence in Humana and its associates.

Policy – Alcohol

Other than at company-sponsored or approved functions, alcohol consumption is prohibited at any time on Humana property and is prohibited during working time, including rest periods. Aside from company-sponsored or approved functions, anyone who consumes or is under the influence of alcohol on Humana premises, or who reports to work while under the influence of alcohol, may be subject to termination of employment.

This policy and process is subject to change or termination by Humana at any time. Humana has full and final discretionary authority for its interpretation and application. All previous policies, documents and handbooks are SUPERSEDED by the Humana Associate Work-Life Policies & Processes, and are no longer in effect. The Humana Associate Work-Life Policies & Processes do not supersede conflicting state or local law.

4.0 Scope

All Humana associates

5.0 Guidelines – General

- Associates are encouraged to become aware of the dangers of drug and alcohol abuse. Humana offers the Employee Assistance Program (EAP) to help associates obtain information about these dangers and how to maintain healthy lifestyles. Associates may voluntarily request help in dealing with a personal drug or alcohol problem by participating in the EAP without jeopardizing continued employment with Humana. For information or help, associates contact the EAP directly at 1-877-509-0096, 1-888-732-9020 for Spanish language, and 711 for TTY/TDD. Puerto Rico associates must dial 1-855-839-4554 for EAP services. While Humana encourages associates to use the EAP, an associate who has already violated Humana policies is not protected from appropriate action by voluntary use of the EAP.

Mandatory Testing for Cause

- Current associates may be required to submit to a drug/alcohol test when there are reasonable grounds to believe that the associate is under the influence of drugs or alcohol. Managers should contact Human Resources at 1-888-431-4748 (HR4U) if they believe that an associate's performance or behavior is impaired due to use of drugs or alcohol.

Failure to immediately participate in a drug/alcohol screening under these circumstances will result in immediate termination of employment.

Associates may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. If the collection representative who is conducting the testing suspects that the specimen has been tampered with, an observed collection may be required.

Associates who test positive for drugs or alcohol may be subject to termination of employment (See *Puerto Rico Associates* in Exceptions, Section 7.0 of this policy). The associate will not be eligible to return to work until an appropriate course of action has been determined.

Periodic Mandatory Testing for Safety Impact Positions/Roles

- Humana reserves the right to require periodic drug and alcohol testing for associates in designated safety impact positions, roles, departments and work groups, including but not limited to associates who:
 - drive a company-owned or company-leased vehicle
 - are in either direct or indirect contact with prescription drugs
 - are in either a patient-facing role or direct contact with patients as part of their daily work duties
- Failure to immediately participate in a drug/alcohol screening under these circumstances will result in immediate termination of employment.

Associates may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. If the collection representative who is conducting the testing suspects that the specimen has been tampered with, an observed collection may be required.

- Leaders should contact Human Resources at 1-888-431-4748 (HR4U) if they have a business need to specify a position/role for periodic, mandatory drug and alcohol testing.

Guidelines – Drugs

- All Humana facilities have implemented drug testing/screening during the pre-employment process. A prospective associate whose drug test is confirmed positive will not be offered employment.
- If an associate is convicted of a violation of any criminal drug statute, where such violation occurred on the job or on company premises, Federal law requires the associate to notify Human Resources no later than five (5) days after such conviction. [Associates may notify Human Resources at 1-888-431-4748 (HR4U).] Humana must then notify its federal contracting agencies within ten (10) days after Humana learns of the conviction.
- Associates who violate any aspect of this policy may be subject to termination of employment.

Guidelines – Alcohol

- An associate who abuses the consumption of alcoholic beverages at any function where he or she is representing Humana is responsible for his or her own actions and may be subject to termination of employment.
- Associates who drive motor vehicles as part of their work may be subject to termination of employment if they are found to be driving under the influence of alcohol, on or off duty.

6.0 Process

N/A

7.0 Exceptions

Puerto Rico Associates:

- If there is reasonable suspicion that a Puerto Rico associate is under the influence of drugs and receives a positive drug test result, the associate must submit to the process as mandated by the [Policy and Regulation for the Controlled Substances Detection Testing Program \(Puerto Rico\)](#).
- New associates hired in Puerto Rico will be subject to drug testing as mandated by the [Policy and Regulation for the Controlled Substances Tests for Employment Candidates \(Puerto Rico\)](#).

Medical Marijuana Cards:

- Humana’s goal is to create an environment in which safety for its associates, its members, and those we do business with is primary. Therefore, even if an associate has a prescription for the use of marijuana, marijuana use is prohibited while at work for Humana.

- Humana is aware of and will comply with State and Federal law regarding medical marijuana use. Drug test results are reviewed on a case by case basis, including consideration of whether the associate’s position is safety sensitive under State law and Humana’s obligations to the State Board of Pharmacy.

8.0 Attachments

N/A

9.0 Access/Information

EAP information is also available online at <http://www.humana.com/eap> (user name: humana, password: humana).

10.0 Related Topics

- Attendance Expectations
- Critical Offenses
- Employee Assistance Program
- Employment Offer
- Expectations for Performance
- Meetings and Events – Reimbursement and Planning