

MODEL SUBSTANCE ABUSE PROGRAM
(For Sellers without Testing Designated Positions)

Seller must have a Substance Abuse Program which-at a minimum, addresses the following or an equivalent This also is a passdown requirement to all lower-tier vendors performing work at Bettis-Pittsburgh or Bettis-Idaho sites, if the action is greater than \$25,000.

1. All personnel assigned by the Seller to work at Bettis-Pittsburgh or Bettis-Idaho will be required to view a videotape at the specific Bettis location which identifies the following information:
 - The use, possession, sale, distribution, or manufacture of illegal drugs by personnel assigned to work at sites owned or controlled by the DOE is prohibited.
 - The problems associated with substance abuse and the possible penalties for drug-related violations on DOE owned or controlled sites.
 - The individual's responsibility to notify the Seller in writing of the individual's conviction under a criminal drug statute for a violation occurring on any DOE owned or controlled sites no later than 10 calendar days after the conviction. This notification to Seller is in addition to the required notification to Bettis-Pittsburgh or Bettis-Idaho Security Office.
2. After viewing the videotape, all Seller personnel will receive a card or a document containing the following statement:

"DOE policy prohibits the use, possession, sale, distribution, or manufacture of illegal drugs at sites owned or controlled by the DOE. Bettis is committed to maintaining a workplace which is safe, secure, and free of substance abuse. Since substance abuse may affect the responsible conduct of business, it will not be tolerated."
3. The Seller agrees to instruct the supervisors of all employees assigned to work at Bettis-Pittsburgh or Bettis-Idaho regarding the substance abuse policy of the Seller.
4. The Seller agrees to do the following with respect to personnel assigned to work at Bettis-Pittsburgh or Bettis-Idaho:
 - Provide a written notice informing personnel that as a condition of employment they must abide by the DOE policy which prohibits the use, possession, sale, distribution, or manufacture of illegal drugs by employees assigned to work at sites owned or controlled by DOE. This notice must also require personnel to notify the Seller in writing of the person's conviction under a criminal drug statute for a violation occurring on any DOE owned or controlled site no later than 10 calendar days after the conviction.
 - Instruct personnel regarding any counseling and other resources which are available for their use.

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- Inform personnel that they will be required to view the videotape at the Bettis locations and that the Seller supports the substance abuse policy as its own.
 - Instruct employees regarding possible penalties imposed by the Seller for violations of the Substance Abuse Policy.
5. The Seller agrees to provide written notification to Bettis Buyer within 10 calendar days after receiving an employee's notice of conviction under a criminal drug statute occurring on any DOE owned or controlled site, or otherwise receiving actual notice of an employee's conviction of a drug-related offense. Furthermore, the Seller agrees to permanently remove such employees from the Bettis-Pittsburgh or Bettis-Idaho sites.
 6. The Seller agrees to take *one of the following actions* with respect to any employee convicted of a drug-related offense occurring on any DOE owned or controlled site. Such action will be taken within 30 calendar days after receiving notice of conviction from the employee.
 - a. Take appropriate action against the employee, up to and including termination; or
 - b. Offer the employee the opportunity to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a Federal, State, or local health, law enforcement, or other appropriate agency. If the employee does not participate in such a rehabilitation program, take appropriate action, up to and including termination, in accordance with the Seller's policies.
 7. If the Seller's employee has a DOE reportable accident, the Seller must provide evidence of their Substance Abuse Program to the Bettis Buyer, e.g., names of employees who have been trained; a description of their Employee Assistance Program (EAP) if applicable, or identification of other referral capability; cases of intervention and referral of employees; copies of the vendor's policies prohibiting substance abuse; etc.
 8. Seller shall commit to make a good faith effort to ensure that the involved Bettis site remains free of substance abuse.
 9. Seller's DOE security cleared personnel, if any, shall support the random drug testing requirements, as defined in the purchase order.