

DRUG AND ALCOHOL TESTING PROCEDURES



PURPOSE

The Mister Car Wash *Drug- and Alcohol-Free Workplace Policy* ("Policy") requires each employee, as a condition of employment, to participate in reasonable suspicion drug/alcohol testing if requested by management. The procedures for reasonable suspicion testing are detailed below. See "Related Policies, Procedures and Forms" below.

SCOPE

These procedures apply to all personnel who manage employees (full- or part-time, paid or unpaid interns).

PROCEDURES

Manager Informs Employees of the Policy

- Review the Policy with each employee during new hire orientation.
- Ensure each employee completes the *Drug and Alcohol Awareness for Employees* training module on Mister Learn.
- The Policy is made available at all locations and online at <http://benefits.mistercarwash.com>.

Manager Attends Mandatory Training

- Each Manager completes the *Drug and Alcohol Awareness for Managers* training module on Mister Learn within 30 days of promotion/hire and annually thereafter.
- Iowa managers are required to receive two (2) hours of training initially and one (1) hour of subsequent training annually.

Manager Documents Basis for Reasonable Suspicion

1. Complete a *Reasonable Suspicion Testing Checklist* when you have reasonable suspicion of any of the following:
 - Employee is under the influence of drugs or alcohol.
 - Employee has violated the Policy prohibiting use, possession, sale, or transfer of drugs or alcohol.
 - Employee has suffered or caused an injury, and drug or alcohol impairment possibly caused the injury.
 - Employee has caused or was operating machinery or a vehicle involved in a work-related accident, and drug or alcohol impairment possibly contributed to the accident.
2. Send a copy of the completed checklist to drugtest@mistercarwash.com.
3. Email your HR Business Partner with the following:

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- Name of employee being tested
 - Copy of the completed checklist
 - Drug testing facility selected (see below)
 - Means of transportation to the facility (see below)
4. Call or text your HR Business Partner to alert them so they can assist with the testing if necessary.

Manager Arranges for Testing and Transportation

- If the employee is a minor (under 18 years old), contact their parent or responsible party immediately. You cannot send a minor employee for testing without the parent's written permission. The parent or responsible party will need to transport the minor employee to the drug testing facility for testing. If the parent or responsible party refuses permission or transportation, place the employee on suspension and follow the instructions below in "If Employee Refuses Drug Testing".
- Select the appropriate drug testing facility.
 - Use a Concentra facility if one is nearby (within 30 minutes). Locations of Concentra facilities can be found online [here](#). Your HR Business Partner will email the authorization paperwork directly to the Concentra facility.
 - If a Concentra facility is not nearby, use the same preferred medical provider clinic used for employee injuries. Contact your HR Business Partner for assistance in finding a facility if needed. Be sure your HR Business Partner knows which facility you are sending the employee to.
- Unless the employee is a minor and must be transported to the facility by a parent or responsible party, decide if a manager will drive the employee to the facility or if you will send them via a taxi or ride service (e.g., Uber, Lyft).
 - Only a management-level employee is permitted to drive an employee to the facility. No non-managerial employee (e.g., Crew Leader, CSA) can drive, and the employee to be tested cannot drive.
 - If only one management-level employee is on duty, send the employee via taxi or ride service.
- Confirm that the facility will perform a "reasonable suspicion rapid drug screen".
- Place the employee on a non-disciplinary suspension until test results are received. If drug tests are negative, the employee will be compensated for time missed.

Reviewing and Approving Invoices

Make sure invoices for expenses incurred as a result of work-related accidents or injuries possibly caused by drug or alcohol impairment are coded as follows before approving them:

- Employee injury invoices should use account code 605500 (e.g., XXX.XXXX.605500).

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- Car damage invoices should use account code 501650 and the 10-digit incident number (e.g., XXX.XXXX.501650.XXXXXXXXXX).
- Other invoices should use account code 607950 (e.g., XXX.XXXX.607950).

HR Business Partner Provides Notice of Test Results

- After test results are received, your HR Business Partner will communicate next steps to you and the employee.
- In Iowa and Maryland, positive test results will be sent to the employee via certified mail, return receipt requested (see respectively Iowa Addendum or Maryland Addendum to the Policy).
- In Minnesota, test results will be communicated to the employee as outlined in the Minnesota Addendum to the Policy.
- In Tennessee, the employee has five working days to explain a confirmed positive test to a Medical Review Officer (see Tennessee Addendum to the Policy). Contact the HRBP for Tennessee for information on contacting a Medical Review Officer.
- An employee testing positive for the first time will generally be suspended for two days and given a *Return-to-Work Agreement*.
- An employee testing positive a second time generally will be terminated.

If Employee Refuses Drug Testing

- An employee refusing drug and/or alcohol testing for the first time will be suspended for five days and required to sign a *Return-to-Work Agreement*.
- An employee refusing drug and/or alcohol testing a second time will generally be terminated.

RELATED POLICIES, PROCEDURES, AND FORMS

- Drug and Alcohol-Free Workplace Policy (HR.3401-MCW-POL)
- Return to Work Agreement (HR.3401.6-MCW-FRM)
- Reasonable Suspicion Checklist (HR.3401.7-MCW-FRM)

REVIEW

This procedure will be reviewed **annually** and updated as necessary.

Name and Title	Date (YYYY-MM)
Anna Zappia, Vice President of Human Resources	2021-02

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APPROVAL

Name, Title, and Signature	Date (YYYY-MM)
<i>Anna Zappia</i> Anna Zappia, Vice President of Human Resources	2021-02

REVISION HISTORY

Version	Issue Date	Updated by	Revisions
Rev. 1	2018-01	Anna Zappia	Document created.
Rev. 2	2021-02	Jennifer Forster	Revised to provide greater clarity as to responsibilities and consequences.

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