

A supervisor who receives a report or who directly observes an employee and believes the employee to be impaired should immediately follow this procedure while using the *Reasonable Suspicion of Alcohol or Drug Impairment in the Workplace Checklist* (the “*Checklist*”) to respond to the situation. If the person suspected of impairment is not an employee, do not use the *Checklist*. Instead, contact the NAU Police Department to request assistance.

After the supervisor completes the *Checklist*, an employee determined to be impaired by alcohol or other drugs at work must be temporarily relieved of their duties and must immediately leave University property, either to be tested for alcohol or other drugs if that is their choice, or to return home. It is the supervisor’s responsibility to ensure that the employee has safe transport to either location in accordance with this procedure and the *Checklist*. If an employee attempts to leave in an unsafe manner, such as by driving a motor vehicle or riding a bicycle, contact the NAU Police Department to request assistance.

Anyone may report an employee suspected of impairment either to the employee’s supervisor or a higher authority. If a volunteer or the employee of a contractor is impaired while on University property or while participating in a

