

## Guide for Reasonable Suspicion (RS) Process

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### ❖ Reasonable Suspicion: What is it?

When there are noticeable behavioral or impairment concerns which have the potential to significantly impact the safety and/or performance of the employee or work group, a company generally has safety guidelines that are applied to best determine if an employee is unable to perform their job safely and effectively.

### ❖ What is the purpose?

A Company's Reasonable Suspicion policy is typically guided by an effort to provide a safe working environment for employees and customers in the workplace. An employee may need to be removed from the workplace while leaders investigate the observed concerns.

Leaders need to recognize these safety concerns as quickly as possible and take appropriate action including potential removal from the workplace while assessing the situation.

A company's policy may authorize drug and alcohol testing and removal from duties pending investigation. Depending on the results of the investigation and/or evaluation, corrective action is typically determined by the company's policies.

### ❖ When is an evaluation NOT appropriate?

Pursuing Reasonable Suspicion testing may not be appropriate when:

- Reports of substance abuse cannot not be substantiated by company leaders.
- An employee's questionable behavior occurs outside of the workplace.
- When it is known that an employee has received mental health/substance abuse treatment but there are no safety/performance issue noted.

### ❖ Confidentiality

The employee's confidentiality must be protected throughout this process, including when a leader explains the absence of that employee to other team members.

Each case is unique and often difficult. Don't hesitate to ask for help. A team of consultants is available to help leaders through this process.

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