

INDIANA HARBOR BELT RAILROAD

FITNESS FOR DUTY POLICY

EFFECTIVE JUNE 1, 2020

Purpose

The Indiana Harbor Belt Railroad (IHB) is committed to promoting a safe work environment for its employees, customers and surrounding communities. This is only possible when each employee is able to perform his/her job duties in a safe, secure and effective manner and remains able to do so throughout their entire shift. Employees who are not fit for duty may present a safety risk to themselves and/or to others. Being fit for duty is an essential job function of every employee and includes being both mentally and physically fit as well as free from the influence of drugs or alcohol. As such, in addition to the IHB's current Drug and Alcohol Policy, the IHB is implementing a fitness for duty policy to help ensure the safety of everyone involved in and affected by the company's operations.

Scope

Pre-Employment- Applicants given a conditional job offer will be required to submit to a pre-employment medical examination with an IHB company physician or facility as a condition of employment. The examination may consist of a drug and alcohol screening as well as a physical examination consistent with the requirements for the position for which they are applying.

Promotion/Transfer- Any current IHB employee who is conditionally offered a transfer or promotion to a different position within the company may be required to submit to a fitness for duty medical examination with an IHB company physician or facility. The examination may consist of a drug and alcohol screening as well as a physical examination consistent with the requirements for the position they are transferring to or being promoted to.

All Employees- Any current IHB employee may be required to submit to a fitness for duty medical examination with an IHB company physician or facility at the request of IHB management when the exam is job-related and consistent with business necessity. The examination may consist of a drug and alcohol screening as well as a physical examination consistent with the requirements for the position held by the employee. These examinations may be used to evaluate accommodation requests when the potential disability or need for accommodation is not known or obvious, or when the IHB has a reasonable belief based on objective evidence that an employee's ability to perform essential job functions will be impaired by a medical condition or an employee may pose a direct threat to themselves or others due to a medical condition.

Cost and Confidentiality

The cost of any of the above listed medical examinations required and performed by a physician or facility designated by the company will be paid for by the IHB. All examination records will be treated as confidential and will only be viewed by appropriate Human Resource Personnel. Any follow-up care with the employee's own healthcare provider for their own medical condition that is required as a result of the exam for qualification for duty, will be at the expense of the employee.

Reporting Prescription Drugs

Any employee with safety sensitive job functions must report any drug(s) prescribed by their healthcare provider to the company prior to beginning use of the drug(s) or prior to reporting for duty once use of the drug(s) has begun. This should be done via the employee submitting a completed form MD1000, Safety Sensitive Employee Drug Report (found on the IHB's website), to the Human Resources Department. Employees with safety sensitive job functions may not work once they have begun taking any prescription drug(s) until use of the drug(s) has been approved by the IHB's medical consultant. If an employee with safety sensitive job functions reports for duty while taking a drug(s) that has not been approved for use while at work, they may be removed from service until such time as a determination can be made by the IHB's medical consultant regarding the effects of such drug(s). Any questions regarding the use of prescription drugs should be directed to the IHB's Human Resource Department.

In cases where an employee is prescribed a drug(s) that is not approved for use while performing their safety sensitive job functions, the employee must discuss with their healthcare provider other medication options that may have the same benefits for their condition but may not have side effects that prohibit them from performing their safety sensitive job functions. They must also provide their healthcare provider with a functional job description for the position they hold for their review. If no other medications are available for the employee's health condition and the drug(s) is necessary, the employee may be medically disqualified until such time as they are no longer taking the unapproved drug(s).

In cases where an employee is prescribed a drug(s) that is not approved for use within a certain time frame of performing their safety sensitive job functions, the employee will be asked to certify stating that they will not take the noted drug(s) while on duty or within the specified amount of time stated prior to reporting for duty.

Reporting Medical Conditions


Any employee who is injured while at work must report the injury to the company immediately.

Any employee who receives a medical diagnosis of an occupational illness, must report the occupational illness to the company immediately.

All employees are responsible for reporting to work fit for duty and for notifying the company when they are not fit for duty, including as a result of a non-workplace injury or illness.

Failure to comply with any portion of this policy may result in discipline and/or medical disqualification.

No provision of this policy shall be applied or interpreted in a manner inconsistent with federal, state and local law. If this policy conflicts with an employee's applicable Collective Bargaining Agreement (CBA), the CBA will take precedence over this policy. If you believe any portion of this policy conflicts with your CBA, you must notify the Human Resource Department. You must comply with this policy until such time as any claim or grievance is resolved.



Nicole Moore Parchem
Director of Human Resources and Labor Relations

5/21/2020
Date