



**Members'  
Supervisory Board**

MEMO TO: Workers Compensation Insurance Participant  
RE: Drug-Free Workplace Credit Program

The VADA GSIA is pleased to offer a 5% premium credit to those eligible dealerships that have implemented a drug-free workplace program.

***You must recertify every year, even if the dealership is currently receiving a drug-free credit. Please return the certification form and a copy of your company drug-free workplace policy within 90-days.***

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All of the following conditions must be in place in order to receive this credit:

- **A written Drug-Free Workplace Policy**

An acceptable policy must describe, at a minimum, the following activities:

- Purpose and Goal
- Prohibited behaviors
- Drug testing procedures to be used
- Consequences of violating the policy

OSHA also has a policy builder program that will aid in developing a customized policy for your dealership. You can develop your written policy by accessing the following website:

**[www.dol.gov/asp/programs/drugs/workingpartners/dfworkplace/dfwp.asp](http://www.dol.gov/asp/programs/drugs/workingpartners/dfworkplace/dfwp.asp)**

- **Drug Testing must consist of the following:**

- Pre-employment/ post job offer
- Reasonable Suspicion
- Post-Accident Testing (of all claimants requesting Workers' Compensation Benefits)
- Return to Duty and Follow Up Testing (following drug/alcohol rehabilitation)

Drug testing actions must follow the guidelines of the National Institute on Drug Abuse for specimen collection. Specimens must be handled by a qualified Medical Review Officer through a SAMHSA-certified or HHS-certified laboratory.

- **Consequences** – There must be consequences established for employees who violate the dealership's drug-free workplace policy. Such consequences may include:

1. Immediate Termination of Employment upon Positive Test
- OR
2. Encourage Drug/Alcohol Rehabilitation Program (with paid or unpaid leave) at employee's expense
  3. Require Drug/Alcohol Rehabilitation Program (with paid or unpaid leave) at dealership's expense

Should option 2 or 3 be selected, the employee cannot be permitted to return to work duties unless the following activities are completed:

- Pass a "Return to Duty" drug test
- Sign a "Return to Work Agreement"
- Be subject to unannounced follow-up testing for up to one year, AND immediate termination if tests positive for a second time, or violates the Return to Work Agreement.

If your dealership's drug-free workplace program meets or exceeds the above criteria, please provide us with your written policy and complete the attached certification form which must be notarized. **Mail the original, along with a copy of your company policy, to VADA GSIA, PO Box 5407 Richmond, VA 23220.**

If you have any questions concerning the drug free workplace program, or its conditions please contact Michael Allen direct at 804.545.3012, or via email at [mallen@vada.com](mailto:mallen@vada.com).