

3M U.S. Drug and Alcohol Policy

Applies To The standards of conduct outlined in this policy apply to:

- All 3M employees working in the U.S.
- Employees of 3M subsidiaries who are working in the U.S.
- Visitors to U.S. 3M premises
- U.S. contingent workers
- U.S. job applicants

Adherence to the policy is required.

Introduction 3M Values a Safe, Healthy, and Productive Work Environment

3M is committed to providing a safe, healthy, and productive work environment for everyone who works for and does business with 3M. 3M's U.S. Drug and Alcohol Policy supports this commitment and sets forth standards of conduct for maintaining a workforce and work environment that is free from the misuse of drugs and alcohol.

Policy Statement

Drugs

3M prohibits, during the workday, in the workplace, at 3M events or while representing 3M:

- Buying, selling, using, manufacturing, dispensing, distributing or possessing illegal drugs
- Selling, purchasing or sharing prescription medications in the workplace
- Using, dispensing, distributing or possessing prescription medications without a valid prescription
- Possessing drug paraphernalia
- Intentional use of any substance that is inhaled, injected, consumed or introduced into the body in any manner which alters mood or function or otherwise results in impairment
- Taking legally prescribed drugs at higher than prescribed dosage
- Being impaired due to drugs, including illegal, prescribed and over-the-counter medications
- Having illegal drugs in your system while at work

Responsible Use of Over-the-Counter and Prescription Medications

When employees use over-the-counter medications or prescription medications that may cause safety risks, they are encouraged to confer with their physician and must inform their supervisor of safety considerations. The employee is not required to name the medication.

If there is a concern that the employee will not be able to perform his or her job duties in a safe, healthy, productive and effective manner, the employee may be sent home or reassigned to other duties for that day. Employees or their supervisors may consult with 3M Corporate Occupational Medicine or their local 3M Occupational Health Nurse for advice on job performance concerns related to over-the-counter or prescription medications. Employees will not be disciplined for reporting concerns related to the valid use of over-the-counter and prescription medications.

Alcohol

3M prohibits:

- Using alcohol during the workday or in the workplace, or any time when 3M business is being conducted
- Selling or purchasing alcohol in the workplace
- Being intoxicated or impaired due to alcohol during the workday, in the workplace, at 3M events or while representing 3M.

Responsible Use of Alcohol

With prior management approval, 3M employees may consume alcohol while representing 3M after the workday, at 3M sponsored or non-3M sponsored events, or on 3M property. In all of these instances, those representing 3M must remain safe, responsible and professional at all times so as not to compromise the health or safety of themselves and others, or the reputation of 3M.

The use and service of alcohol at 3M events should comply with the guidelines set forth in the Supervisor's Guide to the 3M U.S. Drug and Alcohol Policy.

Additional Elements

Drug and Alcohol Testing

3M may require employees and job applicants to submit to a drug and alcohol test; all such tests will be performed in conformance with applicable law and applicable collective bargaining agreements.

3M employees and job applicants are expected to comply with required drug and alcohol testing. Employees and job applicants have the right to refuse to undergo drug and alcohol testing. Failure to comply may result in withdrawal of a conditional employment offer or disciplinary action up to and including termination of employment or business relationship.

3M may require drug and alcohol testing:

- As a standard part of pre-employment medical evaluations for persons to whom 3M has made a conditional offer of employment
- When a government statute or regulation requires it
- When a reasonable suspicion exists that an employee is using or has used alcohol or drugs in violation of 3M's policy
- When an employee is showing signs of impairment
- To confirm that employees are fit for duty (for example, follow-up drug and alcohol testing may be required for a specific period following an employee's violation of this policy)
- As part of an existing workplace post-accident drug testing program

Any testing programs beyond what is listed above must have advance approval of the Senior Vice President of Human Resources.

3M prohibits interference with drug and alcohol tests, which may include substitution, dilution, or the use of an adulterant.

Positive Drug and Alcohol Test Results

If a urine drug or blood alcohol test is confirmed positive by the testing laboratory, the 3M Medical Review Officer notifies the applicant or employee of the test results. The applicant or employee may:

- Submit information to the 3M Medical Review Officer for the purpose of explaining the positive test results
- Request in writing a confirmatory retest of the original urine or blood sample tested. (By law in Minnesota, a blood sample for alcohol testing is required for confirmatory retesting). The retest must be performed either by the original testing laboratory (at 3M's expense) or another laboratory chosen by the applicant or employee (at their expense). The chosen laboratory must meet requirements of applicable law.
- Request a copy of the test results.

Results for confirmatory breath alcohol testing are final.

3M reserves the right to withdraw a conditional offer of employment from a job applicant who tests positive on a confirmatory drug or alcohol test or who refuses to submit to a drug or alcohol test.

Appropriate action will be taken if an employee tests positive for drugs or alcohol.

An employee will not be terminated from employment the first time he/she tests positive for drugs or alcohol if he/she complies with the terms of a Corrective Action Plan, which will include (but not be limited to) the following expectations:

- Participation in follow-up drug and alcohol testing as determined by 3M
- Participation in the 3M Employee Assistance Program and compliance with the recommendations of a 3M Employee Assistance Professional (applies only to regular 3M employees)
- Authorization to allow 3M Employee Assistance to inform 3M management of whether or not the employee is participating in Employee Assistance and complying with Employee Assistance recommendations (applies only to regular 3M employees)

Employee Responsibility

All 3M employees are responsible for helping maintain a safe, healthy, and productive work environment. It is the responsibility of all employees to ensure that this policy is enforced. 3M requires that all employees:

- Comply with the 3M U.S. Drug and Alcohol Policy
- Comply with the Federal Drug-Free Workplace Act (see Compliance with The Federal Drug-Free Workplacebelow)
- Report to a supervisor any use of an over-the-counter or prescription medication that may impair their ability to safely perform their job duties
- Be responsible in their use of alcohol such that they remain professional and safe at all times so as not to compromise the health or safety of themselves and others, or the reputation of 3M
- Report indications of possible policy violations to a supervisor or Human Resources

Retaliation is prohibited

Employees concerned about a drug and alcohol policy violation or the safety and well-being of co-workers, visitors, management or others should contact a supervisor or Human Resources. Retaliation is prohibited against employees who in good faith report a suspected violation.

Policy Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment or business relationship. 3M may refer evidence obtained to law enforcement agencies when it is appropriate to do so.

Any employee who is convicted of or pleads guilty to driving while intoxicated, driving under the influence, refusing to take a sobriety test, or committing a similar offense involving a 3M motor vehicle or personal vehicle while being used for 3M business purposes may result in disciplinary action up to and including termination.

Related Information

Compliance with the Federal Drug-Free Workplace Act

As a condition of employment, employees must report any conviction under a federal or non-federal criminal drug statute for violations occurring on 3M premises or on any site where work is being performed under a government contract subject to the Drug-Free Workplace Act, or while conducting 3M business. A report of a conviction must be made to Human Resources within five business days of the conviction. Failure to make a timely report may result in disciplinary action up to and including termination. Within 10 days of learning about an employee's conviction, 3M is required to notify the Contracting Officer for the government contract of any criminal drug statute conviction.

Employee Assistance Program (EAP)

3M provides the EAP to employees and their eligible dependents to help address a wide range of personal, family, work or behavioral health challenges including issues with drug and/or alcohol-related problems. Employees may contact the EAP directly for further information and resources, or to work with the EAP in confidential personal consultation. See the "Further Information" section below.

Definitions

Alcohol: any fermented or distilled beverage containing ethanol, which includes but is not limited to any alcoholic drink such as hard liquor, wine and beer.

Workday: any period of time when a 3M employee is working for or representing 3M or when contingent workers are working on behalf of 3M. This includes personal time such as lunch and breaks.

Workplace: 3M property (including 3M motor vehicles), or any place where 3M work is being performed off 3M property.

3M Events: 3M sponsored business events or social functions such as picnics, holiday parties or 3M sponsored trade shows. 3M Club events are not considered 3M events.

Drug: any substance used outside of prescribed medical direction for the primary purpose of altering moods, behavior, consciousness or performance. Drugs may include but are not limited to non-prescription inhalants, prescription medications without a valid prescription, marijuana and other illegal drugs. This definition excludes commonly consumed foods such as chocolate and caffeinated beverages.

Non-Prescription Inhalant: a medicine or other inhaled substance used for purposes other than prescribed medical use.

Impairment: the reduced ability to perform one's job in the manner prescribed for that function or according to established practice.

Intoxicated: having a blood alcohol content level as defined by the 3M Testing Standards.

Impaired: the reduced ability to perform one's job in the manner prescribed for that function or according to established practice

Adulterants: substances used in an attempt to taint samples so test results are inaccurate.

Reasonable Suspicion of Use: suspicion based on information regarding the appearance, behavior, speech, attitude, mood or odor of an individual. Possessing an open bottle of liquor or alcohol, or drug paraphernalia may also be cause for reasonable suspicion.

Safety-Sensitive Positions: positions that include those jobs where the work may subject employees or others to a significant risk of personal harm or when 3M assets may be subject to unusual and/or significant risk.

**Further
Information**

Contact a supervisor or Human Resources

Supervisors can refer to information and resources in the [Drug & Alcohol Process](#) section of the e-Supervisor site

Employees can refer to information and resources in the [Alcohol and Other Drugs](#) section of Life & Career

Approved By Human Resources

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