

Steps to Reporting Reasonable Suspicion

1. Recognize and Document Behavior

- Observe unusual behavior, appearance, speech, or smell (e.g., slurred speech, erratic actions, odor of alcohol or drugs).
- Document **specific, objective facts** — not assumptions. Include:
 - Date and time
 - Description of behavior (e.g. stumbling, glassy eyes)
 - Any witnesses

2. Confirm Observations

- If possible, have another trained supervisor observe the same behavior to corroborate your suspicion.
- Avoid acting alone unless it's an emergency.

3. Consult Company Policy

- Review your organization's **reasonable suspicion policy** to ensure you follow the required steps.

4. Notify the Appropriate Person or Authority

- Report your concerns to:
 - 1. Your supervisor and your Regional Safety Manager (JJ, Catfish, or Damone)
 - Regional Safety Manager will give access to the Reasonable Suspicion Form to be completed ASAP
 - 2. The Regional Safety Manager will then contact the Safety Specialist – Megan Burns (985)520-7933 <mburns@atwell.com> or Amanda Mayfield (302)377-8401 <amayfield@atwell.com>
 - Safety Specialist will notify Human Resources, Director of Safety, and Associate Director of Safety.

5. Remove the Individual from Safety-Sensitive Duties

- If there's a safety risk, the employee should be discreetly removed from the situation.
- Do not allow them to drive or operate machinery.

6. Maintain Confidentiality

- All details must be kept confidential and shared only with the Safety Department. The Safety Department will notify Human Resources.