

WHAT IS WITH CAUSE TESTING?

What It Means

With Cause testing is conducted where there is a **specific and reasonable basis** to suspect that an employee may be under the influence of drugs or alcohol and is triggered by observable evidence or credible reports which suggest impairment.

With Cause testing differs from random testing which is where testing occurs unannounced or unscheduled and where employees are not given advance notice of when they will be tested. Random testing does not take place in The Highland Council.

When is With Cause Testing Appropriate

Testing may be considered when one or more of the following indicators are present:

- Visible signs of impairment such as
 - slurred speech
 - impaired movement
 - erratic or unusual behaviour
- Report or complaint from colleagues

Procedure

If a manager suspects an employee may be under the influence, they should:

- Review the Workplace Drug and Alcohol Policy and associated guidance to ensure consistency and compliance.
- Document observations objectively and factually, avoiding assumptions or subjective language.
- Consult with HR for support and further guidance.
- Communicate the reason for testing to the employee in a clear, private and respectful manner.
- Ensure discretion and confidentiality throughout the process.

Manager Responsibilities

Managers must exercise sound judgment and discretion, ensuring that any decision to initiate testing is based on evidence, not speculation. The aim of with cause testing is to maintain a safe and productive work environment while treating employees fairly and respectfully.