

Observation Checklist

SUBSTANCE ABUSE VERIFICATION PROCEDURE FOR MEASURING AN EMPLOYEE 'UNDER THE INFLUENCE'

Note: This form is to be completed by the employee's manager or supervisor. If they are unavailable a management witness, who knows the employee, should complete it:

		Yes	No
1.	Have you called another management witness?	X	.
2.	Have you called the relevant shop steward or if unavailable an alternative employee representative?	X	.

3. Complete the details listed below:

Employee name: Mark Phillips

Manager or Supervisor: Jeff Bezos

Management Witness: Melinda Gates

Shop Steward/Employee Representative: Craig Federighi

Date: 2021-02-23

Time: 3:00 PM

Manager's email or HR email: info@boooter.com

Please see the next page for results.

Breath smells of liquor/marijuana	Strong	X
	Faint	.
	No Smell	.
Speech is slurred	Yes	.
	No	X
Movement of limbs is	Uncoordinated	X
	Normal	.
Walking / Balance	Uncontrolled	X
	Normal	.
Eyes/pupils are	Bloodshot/dilated	X
	Normal	X
Employee's expression is	Dazed	X
	Normal	.
Is the employee under the influence of alcohol (in my opinion)?	Yes	X
	No	.
Could the employee endanger their safety and/or the safety of other workers (in my opinion)?	Yes	X
	No	.
Is the employee unfit to perform their duties (in my opinion)?	Yes	X
	No	.

General comments:

Test



SUPERVISOR



MANAGEMENT WITNESS