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# DRUG AND ALCOHOL ABUSE POLICY

**General Rules**

Employee involvement with alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. Accordingly, the Company requires all employees to report for work fit to perform their duties and prohibits the use or possession of alcohol or drugs, including but not limited to cannabis, while working or during times that could affect their work performance. All employees must adhere to the rules stated in this policy.

The use, possession, distribution, transfer or sale of drugs or alcohol, including but not limited to cannabis or being under the influence of drugs or alcohol, including but not limited to cannabis, is strictly prohibited while on duty, while on the Company’s premises or while operating a vehicle or potentially dangerous equipment owned, or leased by the Company. A violation of this policy will result in disciplinary action, up to and possibly including immediate discharge.

Any employee who is under the influence of any prescribed medication must advise his/her supervisor or the INSERT TITLE OF DESIGNATED COMPANY REPRESENTATIVE of that fact, and the precise type of medication involved, before reporting to work.

No employee shall be under the influence of, or have in their system, a reportable level (as identified by a standardized screening test) of alcohol or any drug including but not limited to cannabis, while on Company premises or in Company vehicles (including Company rented vehicles or an employee’s personal vehicle used to perform Company duties) or while performing Company business. Company premises is defined as all Company property including, but not limited to, offices, parking lots, or any location at which Company business is conducted. The use sale, distribution, manufacture, or possession of alcohol, illegal drugs, legal drugs including but not limited to cannabis, drug paraphernalia, or unauthorized prescription drugs while on Company premises, or any location where Company business is conducted, including Company vehicles and parking lots is strictly prohibited.

If any employee has reason to believe that drugs are being manufactured, distributed, dispensed, sold or used on Company premises or while employees are performing Company business, they should immediately notify their supervisor or Human Resources Department.

Possession, use or being under the influence of any legally obtained drug (prescriptions or over-the-counter medications) is prohibited when such use affects the employee’s job performance or safety. Any employee who has questions about medications they are taking, should discuss the matter with their supervisor or location Human Resources Department and may be required to obtain their physician’s release to work while using the medication.

**Inspections to Administer and Enforce Policy**

In order to promote a safe, productive and efficient workplace, the Company reserves the right to inspect employees, as well as any articles and property in their possession. The Company also reserves the right to inspect lockers, desks, boxes, Company vehicles, personal vehicles on Company property, packages, lunch boxes, purses, and other objects or containers brought onto Company property that might conceal alcohol, drugs including but not limited to cannabis, and/or other inappropriate materials.

Drug and Alcohol Tests:

* Post-Accident Testing: Any employee who has an on-the-job injury which requires medical treatment or contributes to a medical injury, is involved in property damage or injury accident, involved in an accident with a Company vehicle or involved in a physical fight during work time, will be required to have an immediate substance screen to ensure fitness for work. Employees will be transported to the facility for testing either via company vehicle, driven by a supervisor or other management representative, or via cab. Employees involved in an incident and sent for a screen will not be allowed to return to work until the drug and/or alcohol screen results are received. Refusal to report any accident or incident within 24 hours will be subject to disciplinary action up to and including termination.
* Reasonable Suspicion Testing: Any employee whose on-the-job behavior and/or actions indicate that they may be under the influence of drugs and/or alcohol may be tested for the use of drugs and/or alcohol. This behavior and/or actions may include, but not be limited to, visible signs of possible intoxication or influence of drugs and/or alcohol, the strong smell of alcohol and/or drugs coming from the employee (along with a second behavior, action or admittance), the admittance of being under the influence of illegal drugs and/or alcohol, documentation of suspected behavior, as well as possession of suspected illegal drugs and/or alcohol, drug paraphernalia, or when any of these items are found in an area controlled or used exclusively by such employee. Where there is reasonable suspicion, the employee will be required to have an immediate substance screen to ensure fitness for work. Employees will be transported to the facility for testing either via company vehicle, driven by a supervisor or other Management representative, or via cab. Employees directed to have a screen will not be allowed to return to work until the drug and/or alcohol screen results are received.