



## SUBSTANCE ABUSE

### I. PURPOSE

To establish the Company's policy prohibiting unlawful or unauthorized use/ possession, manufacture, sale/ purchase, transfer or being under the influence of alcoholic beverages/illegal drugs or other intoxicants at any time on Company premises or while on Company business.

### II. SCOPE

This policy applies to all employees.

### III. POLICY

A. Strictly Prohibited. The Company has an obligation to its employees, clients and the public at large to reasonably ensure safety in our workplace, as well as safety and quality in our services.

Consequently/ the following are strictly prohibited and will result in corrective action, up to and including immediate termination. Reporting to work under the influence of alcohol and/or illegal drugs; or the unlawful or unauthorized use/ sale, possession, purchase or transfer by an employee on company premises or property (including storage in a desk/, etc.) or during work time/ of alcohol/ controlled or illegal substances, a drug not medically authorized, or any other substances which may impair Job performance or pose a hazard to the safety and welfare of the employee, the public or other employees.

B. Testing. Upon reasonable suspicion, management may require an employee to be tested for substance abuse:

- When it appears that the employee's work performance or on-the-Job behavior is being affected in any way by drugs or alcohol, or
- When/ in the Company's judgment/ an employee may have contributed to an accident involving bodily injury or damage to property/ or
- As part of the pre-employment process.

C. Search/Inspection. The Company reserves the right to inspect and/or search all company property/ which includes all lockers/ desks/ vehicles, file cabinets, etc./ on Company premises, for unlawful or unauthorized alcohol/ controlled or illegal substances, or any other substances which impair job performance or for any other similar purpose.

Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject employee to disciplinary action up to and including immediate termination.

#### IV. DEFINITION

Reasonable Suspicion. Specific observations concerning such circumstances as work performance/ appearance (including, for example/ but limited to/ noticeable odor of an alcoholic beverage)/ behavior or speech of the employee, or being involved in an accident on company premises or business which results in physical injury or property damage.

#### V. PROCEDURES

A. Employees are encouraged to seek voluntary treatment for substance abuse. If an employee wishes, he or she may contact the Employee Assistance Program who may be able to provide referral assistance. Voluntary inquiries will be maintained as confidentially as possible.

B. Managers must receive approval from the Vice President of Human Resources prior to requiring that an employee undergo substance abuse testing.

C, All substance abuse tests will be conducted at a licensed medical or laboratory facility, using recognized procedural safeguards and confidentiality requirements.

D, Refusal by an employee to submit to a drug or alcohol test as required by the Company, or testing positive for illegal drugs or alcohol, will result in disciplinary action up to and including termination.