

Drug Free Workplace Policy

Difax is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any **Difax** employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, **Difax** has established the following policy:

- It is a violation of company policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
- It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
- It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs, that **MAY** (per warning labels provided by the pharmacy) affects the employee's judgment, performance, or behavior.
- Violations of this policy are subject to disciplinary action up to and including termination of employment.

Difax values its employees and recognizes the need for a balanced approach to achieving a drug free workplace. Our comprehensive program includes the following components:

Difax drug free workplace policy is intended to comply with all laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.