

# CORPORATE POLICY

## DRUGS & ALCOHOL

### SUBSTANCE ABUSE

In order to maintain a safe, healthful and efficient work environment for all of us and our clients, we have established and maintain a substance abuse policy which prohibits all our personnel from being on duty under the influence or in possession of any controlled substance, illegal drug, or alcohol.

As part of our hiring process, pre-employment drug and alcohol screening is performed. Upon being hired by the company, you automatically become part of our random drug and alcohol testing program. The program is administered by a third party to ensure statistical randomness and test result integrity.

In addition, drug and alcohol testing may be included as part of your periodic physical examination. If you are involved in a personal injury or vehicle accident during your employment, you may be subject to drug and alcohol screening. Although the results of the screening are considered confidential, we will address any positive results directly with the involved employee. We also reserve the right to request drug and alcohol testing if we suspect a violation of this policy.

If you are suspected of possession of alcohol, a controlled substance, or an illegal drug on company premises, in company vehicles, or while you are on duty, you may be requested to consent to a search of your person or property (car, purse, desk, locker, etc). Employees should not have an expectation of privacy in these areas.

Any of the following may result in disciplinary action, including possible termination of our employment relationship:

- Use, possession or being under the influence of a prohibited substance while on duty or in physical control of a motor vehicle. "Prohibited substances" include drugs, the possession of which is prohibited by law, as well as prescription drugs that are not accompanied by a valid prescription
- Consuming or being under the influence of an intoxicating beverage, regardless of its alcohol content, within six hours of reporting to work or having a physical control of a motor vehicle.
- Any refusal to submit to required drug and/or alcohol testing, including a refusal to sign any necessary authorization forms and testing results, submission of a specimen required for testing, provision of a specimen that appears in any way adulterated or otherwise lacking in integrity, or any other attempt to interfere with the testing process.
- A positive test result on any required substance abuse test.
- Any refusal to comply with a request for search of your person or property.

