

Drug Free Workplace

In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, the Company has a drug-free workplace policy. It is the intent of the Company to provide a safe work environment for all employees free of the effects of substance abuse or abusers. Similarly, it is your responsibility to maintain personal health so you are physically and mentally capable of performing in the workplace. The abuse of drugs or alcohol is an unsafe and counter-productive practice that will not be tolerated. *If you believe you have a substance abuse problem, you are urged to seek assistance before your actions violate Company policy.*

Our drug-free workplace policy includes the following provisions:

- The Company prohibits the illegal use, possession, sale, manufacture, or distribution, of drugs, alcohol, or other controlled substances on Company property and in Company vehicles or equipment. It is against Company policy for you to report to work or to perform job duties, including the operation of a motor vehicle, under the influence of drugs or alcohol.
- All applicants considered final candidates for a position may be tested for the presence of drugs as part of the application process. Any applicant refusing to submit to a pre-employment drug test will be ineligible for hire. If an applicant's test is confirmed positive, the applicant will not be considered for employment at that time and will be informed that he or she has failed to meet employment standards.
- You are subject to random drug testing in accordance with Company policies and governmental regulations.
- You may be tested when there is a reasonable suspicion that you are using or have used drugs/alcohol.
- If you suffer an injury on the job that requires referral for medical treatment you may be tested.
- If you refuse to submit to a drug/alcohol test, you will be terminated from employment or otherwise disciplined.
- Prescription drugs prescribed by your physician may be taken during work hours. You should notify your supervisor if the use of properly prescribed prescription drugs might adversely affect your work performance. You may be assigned other duties if the use of prescribed medication may interfere with your regular job duties. Abuse of prescription drugs will be considered a violation of this policy.
- In the case of a violation of the Company policy, including a positive drug or alcohol test result, you will be subject to discipline up to and including discharge.