

Human Resources Policy: **4.03 Work Place Safety – Drug & Alcohol**

Approved By: **Administration**

Last Reviewed Date: **April 6, 2021**

Policy

To ensure a safe and productive work environment during all Company activities and to safeguard SafeSource Direct, the Company prohibits the use, sale, transfer and/or possession of drugs, inhalants or alcoholic beverages or being impaired or under the influence of alcohol or any controlled substance on any Company premises, parking lot, work site, in any Company vehicle or while employees are conducting Company business. Also, the Company strictly prohibits any visitor or subcontractor from being on Company premises or work sites while in a state of impairment due to any drugs, inhalants or alcoholic beverages. Any individual found in violation will be refused entry onto or removed from the Company's premises or work sites.

In addition to pre-employment drug testing, the Company periodically conducts random drug/alcohol testing and reserves the right to test individual employees if drug/alcohol use is suspected. Refusal to take a requested drug/alcohol test or a positive result will be considered grounds for immediate termination of employment.

Compliance with the Company's substance abuse policy, to include customer mandated requirements, is a condition of employment. The substance abuse policy applies to applicants as well as employees. Individuals will be subject to biological test or other means deemed necessary by the Company.

Biological testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting illegal drug or alcohol.

Excluded is the legitimate possession and proper use of medications specifically prescribed for the user by a licensed physician. Over-the-counter medications are also excluded, provided that such medications are used in strict compliance with the prescription and/or the manufacturer's directions and that the use of the medication(s) does not impair the employee's ability to perform his/her job. Any employee who is taking any legal drug, prescription or over-the-counter medication that may impair their safety, performance or motor functions must advise his/her supervisor before reporting for work. Employees who must take prescription or over-the-counter medications at work must keep such medication in their original containers or packaging which identify the drug, and if applicable the date of the prescription and the prescribing physician. A Company authorized representative may request to see the prescription in order to verify its legal use. Abuse of any prescribed or other drug is strictly prohibited and violation of this policy shall result in disciplinary action up to and including termination.