

# SAMPLE POLICY: DRUG & ALCOHOL ABUSE WITHOUT TESTING

**A**t our Company, we understand drinking responsibly can be a pleasurable part of a balanced lifestyle and that most of our employees drink responsibly. But alcohol can also be a health, safety and security problem. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances.

Company employees are prohibited from the following while on the job, whether on Company or customer premises or surrounding areas, or in any vehicle used for Company business.

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol or marijuana
- Being under the influence of alcohol, marijuana, or an illegal or controlled substance during normal business hours
- Behaving in an unprofessional, disruptive or intoxicated manner during a social function he or she is representing the Company

Compliance with this Policy is a condition of employment. Any employee violating these prohibitions will be subject to disciplinary action, up to and including termination.

## Criminal Convictions

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any

vehicle used for Company business must notify the Company no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

## Alcohol & Drug Related Offenses involving Company Vehicles

All employees with company vehicle privileges are required to obey all of the traffic laws and company vehicle policies. Driving under the influence is a criminal offense and not condoned by the Company under any circumstances. Employees driving company vehicles have the responsibility to be sure they are able to drive safely. If there are any doubts, arrange alternative transportation.

## Getting Help

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

The Company will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency.



Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

### Problem Drinking

If an employee has difficulty meeting the Company's required standards because of any drug or alcohol related problem, however minor, or is concerned about their drinking, then the Company strongly encourages the individual to seek medical advice or counseling, from their personal physician or from an external agency. We will do our utmost to offer support to any employee in this situation. A dependency problem may be identified by the employee or by colleagues or managers.

### The Company's Reputation

The image and reputation of any company is determined, at least in part, by the way its employees behave and are seen to behave. We are proud of our products and proud of the way we carry out our business. Our employees are our ambassadors and can enhance our reputation by showing a responsible attitude to in social situations. In contrast, if our employees drink irresponsibly or behave unprofessionally, they put the Company's reputation at risk. Employees are expected to recognize this and to behave accordingly.

