

VeridicaSystems Corporation Medication and Substance Use Policy

Purpose

VeridicaSystems Corporation is committed to maintaining a safe, healthy, and drug-free workplace for all employees, customers, and visitors. The purpose of this policy is to prevent substance abuse in the workplace and ensure that all use of medications or health products on the job is appropriate, responsible, and compliant with medical guidance and law[1]. By clearly outlining acceptable use of medications and prohibiting misuse or illicit substances, VeridicaSystems aims to protect employee well-being and uphold safety standards.

Scope

This policy applies to all individuals working for or affiliated with VeridicaSystems Corporation. This includes board directors, corporate officers, managers, supervisors, full-time and part-time employees, contractors, interns, volunteers, and any other affiliates representing or working on behalf of the company. All such persons are expected to abide by the rules set forth in this policy whenever they are on company premises, performing work for the company, or conducting company business.

Policy Provisions

Use of Medications as Directed: The proper use of prescription medications and over-the-counter (OTC) drugs in accordance with their directions or a physician's guidance is permitted. Using these health products at standard recommended dosages or as prescribed does not violate this policy[2]. However, any misuse of medications – such as exceeding recommended doses or taking a drug contrary to instructions – is strictly prohibited. The following provisions detail the company's rules and consequences regarding different categories of substances:

1. Over-the-Counter Medications and Supplements

Employees may use OTC medications, dietary supplements, vitamins, nutraceuticals, and similar health products at work **only in recommended dosages**. Exceeding the dosage recommended on the product label (or by standard medical guidance) while on the job is considered medication misuse. Medical experts warn that one should never increase the amount or frequency of a medication beyond the given directions, as over-medicating is a form of drug abuse[3]. If any individual covered by this policy is observed **consuming more than the recommended dose** of an OTC drug or health supplement in the workplace, the company will initiate appropriate administrative discipline. Such discipline may include a documented warning, mandatory counseling or training, and other corrective actions up to suspension. **Exception:** If there is a legitimate medical need to exceed a standard dosage, the employee must provide documentation from an independent licensed medical provider

justifying the higher dose. With verifiable medical authorization, management may allow an exception to the dosage limit; otherwise, misuse of OTC products will not be tolerated.

2. Prescription Medications

Employees who must take prescription medications during work hours are expected to use them **only as directed by their healthcare provider**. All prescription drugs should be kept in their original labeled containers or otherwise clearly authenticated to show that they have been prescribed to the user. Using a prescription medication in any manner other than how it was prescribed – for example, taking larger or more frequent doses than ordered – is strictly prohibited. Company policy aligns with medical guidance that prescription drugs should never be taken in higher amounts or frequency without a doctor's approval, as doing so constitutes drug abuse[3]. Additionally, employees may not use someone else's prescription or any controlled substance without a valid prescription, as that is illegal and against company rules[4].

If an individual covered by this policy is observed **taking more than the prescribed dosage** of their medication (or using a prescription drug without proper authorization) while at work, the company will initiate disciplinary action. The employee will be required to provide proof of a valid, current prescription from a licensed medical provider for the medication in question. Failure to produce proof of a legitimate prescription, or evidence that the medication was used in a manner inconsistent with the prescription, will result in discipline up to and including termination of employment. In cases where an employee does have a valid prescription but the medication is known to potentially impair performance or safety, management may require the employee to obtain a doctor's note certifying that they can safely perform their duties under the medication's effects[5]. The company may also reassign the employee's duties or require a leave of absence if necessary to ensure workplace safety, consistent with applicable laws.

3. Illicit Substances

VeridicaSystems maintains zero tolerance for **illicit substances** in the workplace. *Illicit substances* are defined as any drugs or controlled substances that are illegal to possess, use, distribute, or manufacture under federal or state law. This includes well-known illegal drugs (e.g. cocaine, heroin, methamphetamines, etc.) and also any controlled pharmaceutical that is being used unlawfully (for example, using a prescription drug without a prescription or in excess of prescribed/recommended doses)[6]. In accordance with this policy and applicable law, the **manufacture, distribution, sale, transfer, transportation, possession (including carrying), or use of any illicit substance** on company premises or while conducting company business is strictly forbidden. If any director, officer, employee or affiliate is found to be involved in **manufacturing, using, possessing, transferring, or transporting an illicit substance** in the workplace, it will result in immediate action. Employees found in such violation will face prompt termination, and the incident will be referred to law enforcement for potential criminal prosecution[7]. The company reserves the right to pursue all available legal remedies against individuals who engage in illegal drug activities on the job. *Note:* Under Pennsylvania's Medical

Marijuana Act, employers are **not required to accommodate** on-site medical cannabis use by employees[8]. Therefore, even if an individual is a state-certified medical marijuana patient, any use or impairment from marijuana **during work hours or on company premises is prohibited** by this policy. The company's right to enforce a zero-tolerance drug policy extends to marijuana, notwithstanding an employee's medical status[9][10].

Enforcement and Consequences

All reports or observations of substance misuse will be investigated under the company's disciplinary procedures. **Administrative discipline** for violating sections 1 or 2 (OTC or prescription misuse) may range from verbal or written warnings up to suspension or termination, depending on the severity of the offense and whether it is a repeat violation. The company may also require the offending individual to undergo drug counseling or participate in an Employee Assistance Program as a condition of continued employment, when appropriate. In every case, the individual must cease the misuse immediately.

For **illicit substance violations** (section 3), the response is immediate termination of any employment or affiliation with VeridicaSystems and referral of the matter to the appropriate law enforcement authorities. The company will cooperate fully with law enforcement investigations or prosecutions related to illegal drug activities in the workplace. Engaging in illegal drug use or trafficking at work not only violates company policy but also the law, and the company will act swiftly to remove any such threat to workplace safety[7].

Conclusion

This policy is established to protect the health and safety of all personnel and to ensure compliance with all relevant regulations. Using medications responsibly — only as directed or prescribed — is allowed, but abuse of drugs or health products will not be tolerated. VeridicaSystems Corporation will enforce these rules consistently and fairly across all levels of the organization. By adhering to this policy, employees help maintain a productive, safe, and drug-free workplace for everyone. Employees with questions about this policy or who may need help due to a substance dependency or health issue are encouraged to contact Human Resources for confidential assistance.

Sources:

- Lancaster General Health “Drug Free Workplace” Policy (2023) – sample workplace drug policy[4][7]
- Centre County Government Drug-Free Workplace Policy – definition of *Illegal Substance*[6]
- Pennsylvania Convention Center Authority – Drug-Free Workplace Policy (2017) – fitness for duty and medical use provisions[5]
- USA Mobile Drug Testing (D. Bell, updated 2025) – guidance on proper use of prescription/OTC medications[3]

- Kaufman Workers' Compensation Law Blog (2025) – Pennsylvania medical marijuana employment guidelines^[8]^[10]
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[1] [2] [4] [7] Drug Free Workplace

https://oacp.upenn.edu/wp-content/uploads/dlm_uploads/2023/06/LGH-Drug-Free-Workplace.pdf

[3] Prescription and Over-the-Counter Medication Use - USA Mobile Drug Testing

<https://usamdt.com/drug-abuse/prescription-counter-medication-use/>

[5] Microsoft Word - PCCA01-#15403-v2-FINAL_DRUG_POLICY

https://www.paconvention.com/assets/doc/Exhibit_F_Drug-Fre_Workplace_Policy.PDF

[6] Drug-Free Workplace Policy

<https://centrecountypa.gov/DocumentCenter/View/5649/Drug-Free-Workplace-Policy->

[8] [9] [10] PA Medical Marijuana Laws: Can Employers Discriminate?

<https://www.kaufmanworkerscomp.com/blog/can-employers-in-pa-discriminate-against-medical-marijuana-patients>