

Drug-Free Workplace Policy

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this workplace.

As a condition of employment, employees must notify the company president of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each such conviction.

Violation of this policy will result in disciplinary action up to and including termination on first offense.

Employees may be drug-tested at any time, either randomly or for cause. If you test positive, you will be given one and only one opportunity to seek counseling and rehabilitation. Failure to avail yourself of these services immediately will result in termination.

Failure of a second drug test is grounds for immediate termination.

Help is available if you have a problem!

Voluntarily stepping forward to ask for help will not be grounds for discipline, and the company will support you in your efforts to remain drug-free.

This Drug-Free Workplace Policy accomplishes two major things:

- Sends a clear message that use of alcohol and drugs in the workplace is prohibited.
- Encourages employees who have problems with alcohol and other drugs to voluntarily seek help

The policy exists to:

- Protect the health and safety of all employees, customers and the public
- Safeguard employer assets from theft and destruction
- Protect trade secrets
- Maintain product quality and company integrity and reputation
- Comply with the Drug-Free Workplace Act of 1988 or any other applicable federal, state or local laws

Signature Requirements:

Each employee shall sign a statement on the date of hire and annually on the first business day in January, which affirms such person:

- a. Has received a copy of the drug-free workplace policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy.

Signed copy will be retained in the employee's personnel file until 2 years after date of voluntary separation or 7 years after date of discharge for cause.

Signature

Date