

604 - Substance Abuse

Subject: Substance Abuse

Section: U604

Date: May 15, 2017

Purpose:

To define the Company's policy regarding substance abuse and to provide guidelines in handling an employee whose work performance has been impaired by the use of such substances as alcohol or drugs. This statement implements the requirements for a drug-free workplace as required by federal law.

Policy:

The Company recognizes alcohol and drug abuse as potential health, safety, and security problems. The Company expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

Guidelines:

1. The Company prohibits employees from the manufacture, possession, use, distribution, sale or purchase of non-prescribed controlled substances and intoxicants while on Company premises, job sites and from working under the influence of alcohol, drugs or other intoxicating substances.
2. Any employee who violates any aspect of this substance abuse policy, who intentionally abuses prescription drugs, who tampers with the drug testing process or who tests positive to a drug test will be seriously reprimanded, up to and including discharge.
3. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, (s)he is expected to discuss it with his/her supervisor before commencing work that day. Should the Company have reason to verify prescription information with the treating physician, the employee will be expected to authorize release of such information.
4. As required by federal law, any employee who is convicted of any violation of any criminal drug statute (including misdemeanors) for a violation occurring on Company property or during working time shall notify Human Resources within five (5) days of the date of conviction. A conviction includes any plea or finding of guilty, any plea of "nolo contendere" and/or imposition of a fine, jail sentence or other penalty. Pursuant to federal law, if the convicted employee is working on a project funded through a federal contract

or grant, the Company is required to notify the relevant federal contracting or granting agency within ten (10) days of receiving such notice of conviction.

5. HR Employee should be informed by a supervisor when there is reason to believe that an employee's work performance has been impaired due to the consumption of alcohol, drugs or other intoxicants. The employee may be referred for drug testing.
6. Any employee who feels (s)he may have a substance abuse problem is urged to contact his/her supervisor or a representative of Human Resources. An employee who requests treatment or a leave of absence for treatment will not be disciplined for making such a request. An employee may not, however, escape discipline by first requesting such treatment or leave after being selected for testing or violating the Company's policies and rules. Requests for such treatment will be kept confidential in accordance with federal and state law.

7. The employee must begin and complete satisfactorily an approved treatment program and the ongoing requirements of the program, and consent in writing to the disclosure by the program of its recommendations, any dangers it perceives in connection with the employee's continued performance of his/her job, and whether the employee is complying with, and has successfully completed the program and the ongoing requirements of the program.

8. The Company retains full and final discretion on whether, when, and under what conditions an employee may be re-employed after an instance where an employee has violated this substance abuse policy.