

Drug and Alcohol

The COMPANY has a vital interest in maintaining safe and efficient working conditions for its employees and is dedicated to providing employees with a workplace that is free of illegal drugs and alcohol. The COMPANY discourages drug and alcohol abuse by its employees. Substance abuse is incompatible with health, safety, efficiency and success at the COMPANY. Any identified use of illegal drugs or alcohol on COMPANY property or any detectible amount during working hours will be grounds for termination. The COMPANY has a zero tolerance policy regarding illegal drugs and alcohol. For purposes of this policy, “illegal drugs” are those whose manufacture, sale/transfer, possession or consumption is prohibited by state or federal law. Illegal drugs also include those drugs that are available with a prescription, but where the individual does not have a valid prescription or which are not being used in the prescribed manner. Marijuana or its extracts, even when used as permitted by state or local law, is also an illegal drug under this policy.

For the safety of our employees and clients the COMPANY reserves the right to test any employee for the use of illegal drugs or alcohol at COMPANY expense. This may be done in cases where the employee’s job carries a risk of injury or accident due to such use, or there is an apparent inability to safely or properly perform the duties required of that position. Such a test may be conducted after an accident or with probable cause of impairment while on the job. Specific jobs may, at the COMPANY’s discretion, require regular drug testing. When testing is required, the COMPANY will provide transportation to and from the testing site. Any employee who refused to submit to a requested test, who provides an altered testing specimen, or who fails to provide a valid sample after a reasonable opportunity to do so will be subject to termination of employment.

Any employee found to use, sell, possess, transfer or otherwise distribute any illegal drugs while on the COMPANY premises, while performing COMPANY-related duties, or while operating any COMPANY equipment, is subject to termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking legal medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and if so advised, should inform his or her supervisor or manager of any job limitations. Upon notification of job limitations, the COMPANY will make reasonable efforts to accommodate the limitation. Employees are responsible for being aware of any adverse effects such drugs may have on their ability to safely and efficiently perform their duties.

The moderate use of alcohol at COMPANY approved meetings, with business meals, travel, and entertainment or in an appropriate social setting, is not prohibited by this policy.