

**Purpose:**

To establish and explain the Company's policy with regards to an alcohol and drug-free workplace.

**Scope:**

This applies to all staff and contractors wherever they are located.

**Definitions:**

OTC Over the counter

**Procedure:**

Substance abuse has an adverse impact on an employee's work, personal and family lives, as well as on the ability of our company to fulfill its mission to provide the highest quality services to its clients. It can cause poor performance, decrease productivity, and create safety hazards. Consequently, our company is committed to establishing and maintaining an alcohol and drug-free workplace.

**Illegal Drugs:**

The use, distribution, dispensation, sale, offering for sale, possession, purchase, manufacture, or trading of illegal drugs on our company's premises, client premises, or in any other work-related environment is strictly prohibited. The prohibition of illegal drug activity includes occasions when an employee is representing our company or one of our company's clients at events and meetings beyond normal work hours.

**Alcohol:**

Employees are not permitted to consume alcohol while on the company's premises, client premises, or while conducting the company's business. This does not include official day or evening functions at which alcohol may be served, as long as use does not prevent employees from performing their jobs competently or pose any threat to the safety or welfare of the employee or others.

**Prescription and OTC Drugs:**

Employees are prohibited from the misuse or abuse of prescription and over-the-counter ("OTC") drugs. Employees who are using prescribed or OTC drugs for existing medical conditions should notify their Employers Representative if they feel they may require a temporary alteration of job duties or assignment if the drugs (1) may have possible side effects, which may affect job performance, or (2) alter an employee's physical or mental abilities.

**Policy Violations:**

Employees who violate this policy are subject to disciplinary action, up to and including termination.

***Policy acknowledgement and signature required under Employee Hourly Contract and Obligations (REF 051)***