

TAILWAGGERS
DRUG AND ALCOHOL POLICY

ARTICLE I. Purpose

Alcohol and drug abuse ranks as one of the major health problems in the United States. Our employees are our most valuable resource, and their safety and health is of paramount concern. We are committed to providing a safe working environment to protect our employees and others; to provide the highest level of service, and to minimize the risk of accidents and injuries.

ARTICLE II. GENERAL POLICY

Each employee has a responsibility to co-workers and customers to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities narcotics, abused prescription drugs or alcohol can impair your reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results, as in the case of employees engaged in driving on company business. For these reasons, we have adopted a policy that all employees must report to work completely free from the presence of drugs and the effects of alcohol.

ARTICLE III. DRUG USE/DISTRIBUTION/POSSESSION/IMPAIRMENT

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or other unauthorized or mind altering or intoxicating substances. Employees are also prohibited from having any such illegal or unauthorized controlled substances in their systems while at work, and from having excessive amounts of otherwise lawful controlled substances in their systems.

ARTICLE IV. ALCOHOL USE/DISTRIBUTION/POSSESSION/IMPAIRMENT

All employees are prohibited from distributing, dispensing, possessing, using or having alcohol in their system while at work.

ARTICLE V. OFF-DUTY CONDUCT

Off-duty possession, use, sale or purchase of mind-altering substances and off-premises alcohol abuse may reflect unfavorably on the company and is also prohibited.

ARTICLE VI. PRESCRIPTION DRUGS

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employee's drugs may affect their job performance, such as by causing dizziness or drowsiness. In addition, employees can report the use of prescription drugs to a supervisor. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

ARTICLE VII. NOTIFICATION OF IMPAIRMENT

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee to perform their job duties, or who presents a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor.

ARTICLE VIII. WHO IS TESTED

A drug test shall be conducted in the following circumstances:

- (a) Application for Employment:** Job applicants may be asked to submit to a drug test. Refusal to submit or a positive confirmed drug test may be used for refusal to hire the applicants.
- (b) Reasonable Suspicion:** Employees may be required to submit to drug/alcohol screening whenever a supervisor has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may be from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, behavioral changes or involvement in a workplace or vehicular accident indicating a possible error of judgment or negligence. Please refer to the Employee handbook for more details regarding reasonable suspicion.

ARTICLE IX. DISCIPLINE

Violation of this policy or any of its provisions may result in discipline up to and including discharge.

ARTICLE X. ENFORCEMENT POLICY

In order to enforce this policy and procedures, the company reserves the right to investigate potential violations and require personnel to undergo substance screening and tests and where appropriate, searches of all areas of the company and company grounds, including, but not limited to work areas, bags, backpacks and other storage areas. Employee will be subject to discipline up to and including discharge for refusing to cooperate with searches and investigations.

ARTICLE XI. INVESTIGATIONS/SEARCHES

Where a manager or supervisor has reasonable suspicion that an employee has violated this policy, the supervisor may inspect vehicles, lockers, work areas, desks, purses, briefcases and other locations with belongings without prior notice, in order to ensure a work environment free of prohibited substances.

ARTICLE XII. EMPLOYEE ASSISTANCE

The company will attempt to reasonably accommodate employees with chemical dependencies (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring that assistance should request an unpaid treatment or rehabilitation leave of absence. The company's support for treatment and rehabilitation does not obligate the company to employ any person who violated the drug and alcohol policy or whose job performance is impaired because of substance abuse. This also does not obligate the company to reemploy an employee who has sought treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment or rehabilitation and are involved in further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

ARTICLE XIII. CONFIRMING TESTING

All positive tests will be retested. The laboratories that Company uses will be accredited.

ARTICLE XIV. WHAT HAPPENS WHEN AN EMPLOYEE TESTS POSITIVE FOR PROHIBITED SUBSTANCES.

All employees who test positive in a confirmed substance test will be subject to discipline up to and including discharge.

EMPLOYEE ACKNOWLEDGEMENT

I have fully read and understand the Drug and Alcohol Policy, and I agree to abide by its terms as a condition of my employment.

This agreement does not alter my current status as an "At-Will" employee, I understand that I have the right to terminate my employment with notice, and the company has a right to terminate my employment at any time with or without cause or notice. I further understand that my status as an "At-Will" employee may not be changed except in a writing signed by the President of the company.

Print Full Name: _____

Signed: _____

Date: _____