



## Drug, Alcohol, and Substance Abuse Policy

### Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PURPOSE

Unger Construction Co. (UCC) is committed to an alcohol and drug-free workplace and protecting the safety, health and well-being of all employees and other individuals in the workplace. This policy recognizes that employee involvement with alcohol and drugs can be very disruptive, adversely affect that quality of work and performance of employees, pose serious safety and health risks to users and others, and have a negative impact to productivity and morale. We have established an alcohol and drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free work environment.

#### SCOPE

This policy applies to all UCC employees representing or conducting business for the organization on any company property, in company owned or leased vehicles, or any location where employees engage in company-related activities. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby, while in the workplace, and at company-sponsored events.

This policy excludes employees under collective bargaining which follow specific drug, alcohol, and substance abuse requirements and guidelines under a collective bargaining agreement.

#### RESPONSIBILITY

All managers and supervisors are responsible for the compliance of this policy which is considered a condition of employment and the responsibility for seeing that it is followed.

UCC requires that employees adhere to a policy regarding the use and possession of alcohol and drugs which is a condition of employment.

#### PROVISIONS/REQUIREMENTS

It is a violation of this policy and company work rules for an employee to:

- Manufacture, distribute, dispense, possess, or use any controlled substance on company owned or company controlled property, in company owned or leased vehicles, or where employees are engaged in company-related activities;
- report to work under the influence of any substance of abuse; and/or
- engage in use of any substance of abuse while on company owned or company controlled property, in company owned or leased vehicles, or where employees are engaged in company-related activities, including rest and meal periods.

For purposes of this policy, “substances of abuse” will include the following, but is not limited to:

- excessive use of, or use during working hours of, or being under the influence of, alcohol which includes beer, wine, and all forms of distilled liquor containing ethyl alcohol;
- use or possession of illegal intoxicants or narcotics;
- use of an over-the-counter drug to the point of impairment;

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- use of a legal but controlled drug beyond the prescribed dosage;
  - use of a narcotic, depressant, stimulant or other intoxicating prescription drug not belonging to the individual; and/or
  - purposely misusing a legal substance to create an intoxicated state.

Although the use of controlled substances that are prescribed to you by a licensed health care provider or available over the counter is not prohibited by this policy, the Company is not required to and will not accommodate the use of marijuana in the workplace or working under the influence of marijuana, even if prescribed to you by a licensed healthcare provider.

The Company recognizes that employees may be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to company property, or substantially interfere with the employee's job performance. If this is the case, the employee should consult a medical professional to determine whether a drug may affect his or her personal safety or ability to perform the essential functions of the job. If you are taking medication that may require an accommodation, please notify your supervisor or Human Resources to discuss what accommodation may be appropriate.

## **NOTIFICATION OF CONVICTIONS**

Any employee who is convicted of a criminal drug violation in the workplace must notify their Supervisor and the Human Resources Director within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

## **COMPANY SPONSORED EVENTS**

The use of alcohol during working hours or on company property or reporting to work under the influence of alcohol is prohibited. However, alcohol may be served at authorized social functions sponsored by the Company. "Authorized" means the social function has been approved by one or more of the Company Principles and Human Resources Director. While attending these types of events, employees should use their best judgement, act responsibly and appropriately and keep alcohol intake to a modest and legal level.

## **DRUG AND ALCOHOL TESTING**

Alcohol and drug testing will be administered by a professional, third-party vendor and results of employees' tests will be treated confidentially to the fullest extent possible.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

### **Pre-Employment Drug and Alcohol Testing**

All job applicants with a contingent offer of employment will be required to submit to a drug and alcohol test administered by a professional, third-party vendor prior to reporting to work. Job offers will be withdrawn if the test results are positive.

### **Reasonable Drug and Alcohol Testing**

When the Company has a reasonable suspicion that an employee is, or may be, impaired or affected on the job by alcohol or drugs, or when the Company has a reasonable suspicion that alcohol or drugs are, or may be, present in an employee's bodily system in violation of the rules set forth in this policy, an employee will be required to submit to alcohol and drug testing immediately upon demand by the Company.

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Symptoms of reasonable suspicion may include, but are not limited to:

- The physical symptoms of drugs or alcohol use such as altered or slurred speech or repeated incoherent statements; dilated or constricted pupils, flushed skin, excessive sweating; excessive drowsiness or loss of consciousness without reasonable explanation;
- Unexplained, abrupt or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood swings without reasonable explanation;
- Inability to walk steadily or in a straight line, or perform normal functions essential to an employee's position without reasonable explanation;
- Unexplained, prolonged or frequent disappearances from the work area;
- Accidents or near-accidents on the job that appear related to unexplained sensory or motor skill malfunctions; and/or
- When a supervisor observes behavior or performance problems that could adversely affect an individual's personal safety or the personal safety of others.

### **Post-Accident Drug and Alcohol Testing**

Employees involved in accidents that caused an injury or property damage will be required to submit to alcohol and drug test. In cases of severe injury, treatment will always take precedence over the need for taking test samples.

### **CONSEQUENCES**

If an employee violates this policy, the consequences are serious. Violations of this policy will result in disciplinary action up to and including termination of employment.

### **ASSISTANCE**

UCC has implemented specific actions to promote an alcohol and drug-free workplace and to support employees' healthy lifestyle. These actions include:

- Providing employees information on alcohol and drug counseling and rehabilitation, particularly through UCC's confidential Employee Assistance Program (EAP) as part of UCC's employee benefits.
- Helping employees understand how to use their Company-provided benefits for drug and alcohol treatment and rehabilitation needs, e.g., medical insurance coverage, use of accrued Paid Time Off (PTO), personal leave and leaves of absence.
- Periodically distributing and posting educational information in the workplace about the health hazards of substance abuse and where to get help.
- Posting the Drug, Alcohol and Substance Abuse Policy on the UCC's intranet.

### **CONFIDENTIALITY**

All information received by the organization through the alcohol and drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

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## COMMUNICATION

Communicating our alcohol and drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our alcohol and drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.