



Drug-Free Workplace Policy

Purpose: The purpose of this policy is to communicate our position on drugs and alcohol in the workplace and provide guidance for the implementation of related programs. Fire Protection Service Corporation, its affiliated dbas, and its subsidiaries (the Company) have established this policy on the use or abuse of alcohol and drugs by its employees. This policy is set up pursuant to the Drug-Free Workplace Program under all States Fire Protection Service Corporation, its affiliated dbas, and its subsidiaries have office locations and each State's Workers' Compensation Laws.

Goals: Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity and a decline in the quality of products and services provided. We have established this policy to detect users and to remove abusers of drugs and alcohol. It is also our policy to prevent the use and/or presence of these substances in the workplace and to assist employees in overcoming any dependence on drugs and/or alcohol in accordance with the following guidelines.

Organizational Responsibilities: The Drug-Free Workplace policy is part of Fire Protection Service Corporation, its affiliated dbas, and its subsidiaries' commitment to safeguard the health of its employees, to provide a safe place for its employees to work and to promote a drug-free workplace. The policy is reviewed annually and any changes are communicated in writing through email, employee handbook, physical policy, or a combination of the aforementioned.

Policy: Illegal Drug and Alcohol Policy.

1. **Prohibited Drug and Alcohol Use.**

Employees are prohibited from buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, using or being under the influence of any illegal drug, any associated drug paraphernalia, and any legal but illegally used substances, while on Company premises or while engaged in Company business or activities off Company premises.

Alcohol shall not be brought or consumed on Company premises. Employees are prohibited from possessing any amount or type of alcohol (including medications or over-the-counter remedies containing alcohol) while on duty or on Company premises. An employee shall not report to work or perform any job duty under the influence of alcohol. The foregoing prohibitions on drug and alcohol related conduct also apply during non-working hours to the extent that, in the Company's opinion, it impairs the employee's ability to perform his or her job while at work, or threatens the Company's reputation or integrity.

A prescription drug shall only be brought on Company premises by the person for whom it is prescribed. Prescription drugs will be used only in the manner, combination and quantity prescribed. Employees are prohibited from using or being under the influence of any legal drug whose use can adversely affect the ability to work safely. If, for medical reasons, an employee is required to take prescription or over-the-counter drugs that may affect his or her ability to function normally, the employee must notify Human Resources immediately.

Although Washington and Colorado legalized recreational use of marijuana, and although employees have a right to use marijuana while off-duty in those states, use of the substance cannot impair an employee's ability to do his/her job, and an employee cannot be under the influence while performing his/her job duties or in any way use marijuana while at work or engaged in any work activity. Moreover, the Company has various federal contracts which require compliance with the federal Drug Free Workplace Act, which considers being under the influence of marijuana or use of marijuana while at work or engaged in any work activity a violation of said contracts.

2. **Required Tests.**

Updated 4/30/2015

The Company may conduct drug and alcohol tests as follows:

(a) Reasonable Suspicion Testing.

An employee shall submit to a drug and/or alcohol test when the Company has reasonable suspicion to believe the employee has used drugs or alcohol in violation of the Company's drug and alcohol policy. Reasonable suspicion exists when the employee's appearance, behavior, speech, odors, or other physical symptoms indicate drug or alcohol use. Observations must be personally observed and documented by at least one Company employee or third person.

All diagnostic drug screenings and alcohol tests based on reasonable suspicion must have the prior approval of Human Resources. If an employee is notified of reasonable suspicion to be tested, he or she shall report immediately to the Company's designated drug/alcohol testing and screening service provider. A Company representative may accompany the employee to the collection site.

(b) Random Testing.

The Company reserves the right to perform random drug tests on all employees to better ensure the health, safety and welfare of all employees and the children and families they serve.

(c) Upon Hiring or Promotion.

Applicants for hire, or promotion may be required to undergo drug and alcohol testing after the Company extends a conditional offer of hire or promotion.

(d) Post-Accident.

Any employee involved in an accident, or whose performance may have contributed to causing an accident involving a Company vehicle or a personal vehicle being used to conduct Company business, must undergo drug and alcohol testing as soon as possible following the accident.

3. Positive Drug or Alcohol Test.

A positive, confirmed drug or alcohol test may result in immediate termination even for a first offense. An employee who fails to submit to a drug or alcohol test shall be immediately terminated, or such refusal may be considered a voluntary resignation by the Company. An employee who obstructs, interferes with, or refused to participate in reasonable suspicion or random drug testing will be treated the same as if the employee returned a positive, confirmed drug or alcohol test and will be terminated. In addition, an employee convicted of a DUI, a DWAI, or another drug or alcohol related matter may be terminated.

4. Drug or Alcohol Related Convictions – Duty to Notify Company.

As a condition of continued employment, an employee must notify the Company if he/she is convicted or pleads guilty or no-contest to a criminal alcohol-related charge, or to a criminal drug charge for the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. Employees must notify the Company no later than five (5) days after conviction or entry of a guilty or no-contest plea. Any employee who fails to so notify the Company may be immediately terminated.

5. State Supplements.

See the State Supplements (Appendix A through E) in the employee handbook for specific state laws regarding the Company's drug and alcohol policy or testing requirements that may apply to you.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, hereby acknowledge and state that I have been provided with a copy of, and read and understand, and agree to abide by, the **Drug-Free Workplace Policy** Policy for Fire Protection Service Corporation, its affiliated dba's, and its subsidiaries, that the policy and any subsequent amendments supersedes all prior policies, and procedures in dealing with this subject matter.

I understand the Company has the right to change its rules, policies, and procedures at any time without notice, subject only to applicable Federal and State law.

Date

Signature

For HR Use Only

File HRIS