

# **WOLYNIEC CONSTRUCTION, INC.**

## **DRUG AND ALCOHOL POLICY**

Wolyniec Construction, Inc. is joining the crusade against drug/alcohol abuse to help protect our employees and dependents from the devastating effects of chemical abuse. We are also committed to our customers and the surrounding community to operate our business in a safe and prudent manner.

The importance of this policy to the company and our employees is primarily our concern for employee safety. It is our opinion that employee involvement with alcohol or drugs can adversely affect the work environment. While the company has no intention of intruding into the private lives of our employees, serious involvement with alcohol or drugs off the job eventually takes its toll on job performance and safety. Our concern is that all employees report to work in condition to perform their duties safely and efficiently, in the interest of their fellow workers as well as themselves.

We must ensure that the use of alcohol or involvement with drugs does not prevent us from achieving our full potential or the company from meeting its obligations.

### **A. Drugs and Alcohol**

The use, possession, distribution or sale of alcohol or drugs anywhere on company property, is considered a willful violation of company policy, which will result in termination. Also, the matter may be reported to the proper law enforcement authorities for action. Wolyniec Construction, Inc. reserve the right to search personal property and the work area including lockers of an employee involved in such activities. Illegal substances found will be turned over to the appropriate law enforcement agency.

### **B. Any employee who needs assistance with a drug or alcohol problem may seek help voluntarily and confidentially without jeopardizing their employment with Wolyniec Construction, Inc. by contacting our Employee Assistance Program. If you acknowledge that you have a problem and want help, you must enroll in and complete a prescribed treatment program. Employees undergoing counseling / treatment will not be exempt from company rules, policies, procedures or disciplinary actions.**

### **C. Any employee undergoing medical treatment with a controlled substance that may affect job performance must report this treatment to their supervisor. The use of a controlled substance as part of a prescribed medical treatment is not grounds for**

disciplinary actions, although it is important for the Company to know such use is occurring. It may, however, be necessary to change an employee's job assignment while the employee is undergoing treatment.

- D. All employees will be subject to alcohol and drug testing as a result of:
1. Being identified as unfit for work as determined by upper management.
  2. Involvement in a serious workplace accident or safety related incident as determined by management.
  3. Being involved in a motor vehicle accident while operating a company owned or leased vehicle.
  4. A complete physical with drug / alcohol screening will be required for all promotions into management.
- E. Any employee found unfit for work will be taken for drug and alcohol screening and then taken home for the remainder of the day. Disciplinary action will depend upon test results.
- F. Any employee having a positive test result from a drug or alcohol test will be removed from work and referred to the Employee Assistance Program and will be subject to disciplinary actions for violation of company policies, if applicable. Drug rehabilitation will be mandatory for the first offense including random drug / alcohol testing for one year following the rehabilitation.
- G. Any employee who subsequently violates this policy, has future positive test results, refuses to have alcohol / drug testing, or to be referred to the Employee Assistance Program as required in this policy, will be subject to immediate discharge.
- H. An employee with a positive result from drug / alcohol testing may request a second test (confirmation test) at their own expense, on the original specimen. If the result of the confirmation test is negative, the employee will be reimbursed for the cost of the second test.
- I. All job applicants must undergo drug and alcohol testing as part of their pre-employment processing. A positive result will be grounds for not hiring the individual.
- J. All information obtained in the course of testing, rehabilitation and treatment of employees with drug and alcohol abuse problems will be protected as confidential medical information.

# DEFINITIONS

***Serious Workplace Accident*** – Any accident resulting in lost time, injury to self and / or involvement in an accident which results in lost time, injury to another individual and / or property damage.

***Serious Safety – related Incident*** – Any incident presenting a substantial risk of lost time, injury or property damage.

***Unfit for Work*** – An employee identified by designated company personnel as not safely or competently performing their job / or presenting unnecessary risk to themselves or others.

***Motor Vehicle Accident*** – Any employee involved in a motor vehicle accident while operating a company owned or leased vehicle, including tow motors.