The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse.  Furthermore, we have a responsibility to our employees and to the general public to ensure safe operating and working conditions.  To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances.  Accordingly, we have adopted substance abuse policies.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion:

* Manufacturing, selling, attempting to sell, using, or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs (except strictly in accordance with medical authorization);
* Reporting for work under the influence of alcohol, illegal drugs, or controlled/other substances in a manner that may impair work performance.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for ensuring that your ability to work safely will not be affected by taking the medication.  If you are taking a prescribed medication that clearly limits your ability to perform your duties (such as driving), you must report this to your supervisor so that you may be assigned appropriate work.  If you are in doubt, please discuss this with your supervisor or Human Resources before beginning work.  You are *not* required to disclose your medical condition; only what affects or limitations your medication may have on your work.  Any medical issues discussed will be kept confidential.  While at work, using prescription medications inconsistent with the physician’s dosing instructions or using medications that are not prescribed for you, is strictly prohibited.

If you have a problem with drugs and/or alcohol and wish to undertake rehabilitation, you will be granted an unpaid leave of absence for this purpose.  It is your responsibility to seek help before the problem adversely affects your work performance, or results in a violation of this policy.  If you need assistance in seeking this help, you may talk to the Human Resources Manager.  No one will be discriminated against for undertaking rehabilitation.  Employees may not request assistance to avoid disciplinary consequences after being asked to take a drug test, or following a positive drug test result.

Employees are subject to testing following an accident, for reasonable suspicion, and in certain circumstances to return to duty. Employees in safety sensitive positions will also be subject to random testing. For purposes of this policy, having any detectable level of an illegal or controlled drug in one's system, or being impaired to a perceptible degree from a legal substance, while covered by this policy will be considered to be a violation.  Where we have a reasonable suspicion that an employee is in violation of this policy, the employee will be required to submit to testing to determine the presence of, use of, or involvement with alcohol, drugs or inhalants.  We reserve the right to determine whether reasonable suspicion exists.

Any employee who is found to be in violation of this policy, who refuses to submit to testing, refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination from employment.  We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.