

Drug and Alcohol Abuse

The Company is concerned about the use of illegal drugs and alcohol as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to C.W. Driver. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of others and exposes C.W. Driver to the risks of property loss or damage, or injury to other persons.

The use, possession, distribution, purchase or sale of an illegal drug (this includes the unlawful or unauthorized use of a prescription drug) or of alcohol by any employee, or being under the influence of an illegal drug or alcohol, while on Company premises or worksites, driving a Company vehicle or while performing Company work, is prohibited. "Under the influence" is defined as any measurable amount of drugs or alcohol present in an employee. The only exception to this provision will apply to the moderate consumption of alcohol, in compliance with all laws, at approved Company social events.

All offers of employment with the Company are conditioned on the applicant submitting to and successfully completing and passing a drug and alcohol test.

The Company also reserves the right to conduct searches of Company property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy. In that regard, an employee may be asked or required to submit to drug testing to detect the presence of drugs and/or alcohol if:

He or she is acting in a manner that leads to a reasonable suspicion that he or she either possesses, controls, or is under the influence of a drug and/or alcohol; or

He or she was directly or indirectly involved in a work-related accident or incident which creates a reasonable suspicion that he or she was under the influence of drugs or alcohol at the time of the accident or incident. This applies even if the incident did not result in injury to any person or any property damage.

The Company will pay the full cost of any testing that is requested, including the reasonable cost of transportation to and from the designated testing facility. Refusal of any request to test may result in disciplinary action up to and including termination of employment.

Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law should inform their supervisors if they believe the medication will impair their job performance, safety or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

Note, while the use of marijuana has been legalized under California law for medicinal and recreational purposes, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by this policy. This is true even if the use of marijuana by the employee meets the qualifications of the California Compassionate Use Act, Proposition 215.

Violation of any part of this policy will result in disciplinary action, up to and including termination, even for a first offense, and, if appropriate, referral for prosecution by local, state, or federal law enforcement agencies. An employee's conviction on a charge of illegal use, possession, distribution, purchase or sale of any controlled substance or drug related crime while on or off duty will also result in disciplinary action up to and including immediate termination.

The Company will assist and support employees who voluntarily seek help for drug and alcohol problems before becoming subject to discipline or termination under this or other Company policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, and otherwise accommodated as required by law.