



**Employee Drug and Alcohol Free Workplace Agreement**

Acknowledgement of Receipt and Understanding

I hereby acknowledge that I have received, read and agree to comply with Peed Equipment Company's Substance Abuse Policy. I understand that in no way does this create an obligation or contract of employment and that I, as well as Peed Equipment Company, have the right to end the employment relationship, if necessary, at this time.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee Drug and Alcohol Screening Consent Form**

I consent to Peed Equipment Company's request for a sample for the purpose of determining the presence of drugs, alcohol or other controlled substances, and I authorize the selected laboratory, its physicians, technicians and laboratories to do so.

Further, I understand and consent that the results of those tests may be given, by the Company's authorized laboratory and/or its agents, to a medical review officer and/or a company designee for review. Based on the results, appropriate action as per Company's Substance Abuse Policy, if necessary, will be taken.

Employee Printed Name; \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Announcement of Substance Abuse Policy**

### **Letter to all Employees**

The inherent risk in the heavy equipment industry makes it very important that we do everything we can do to ensure the safest work environment possible. Substance abuse is a nationwide issue in all sectors of our lives and the workplace is no exception. Alcohol and drug abuse have a significant health and safety impact that seriously affects a company's productivity, product quality, health care and workers' compensation insurance costs, and most important, the well being of the most valuable resource -- the employees.

Peed Equipment Company has developed this policy regarding the abuse of alcohol and the illegal use of drugs that we believe serves the best interests of all employees. Our policy clearly states that the abuse of alcohol and the illegal use of drugs will not be tolerated. This policy was designed with two basic objectives in mind:

1. Employees deserve a work environment that is free from the effects of alcohol and drugs and the problems associated with their use.
2. This company has the responsibility to maintain a healthy and safe workplace.

This policy will become effective January 1, 2016. As explained in the following pages, all new applicants will be subject to substance abuse screening. All employees who have been hired as of December 31, 2015 will not be subject to immediate testing as a condition of continued employment. All CDL drivers will be subject to substance abuse testing as required by the Federal Motor Carrier Safety Regulations.

All employees will be required to sign the accompanying agreement form, stating that you have read, understand and will comply with the Substance Abuse Policy.

We believe it is an important and worthwhile cause that we all work together to make Peed Equipment Company a safe drug free workplace. We sincerely hope you agree with us that this policy further protects each of us as employees and helps to provide a safer and more rewarding place to work.

## **Statement of Policy on Drug Abuse**

### **I. PURPOSE**

As part of its commitment to safeguard the health of its employees, to provide a safe place for employees to work, and to promote a drug free community, Peed Equipment Company (hereinafter "the company") established this policy on the use of alcohol and illegal drugs by its employees. 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 by the company. The company established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also the policy of the company to prevent the use and/or presence of those substances in the workplace, in accordance with the following guidelines.

The purpose of this policy is to communicate the company's position on alcohol and drugs in the workplace and to provide guidance for the implementation of related programs within the company.

Company policies, procedures, and substance abuse programs are not intended to create or alter any existing, implied or expressed contracts, written or verbal, between the company and its employees or job applicants.

### **II. SCOPE**

All employees are covered by this policy. As a condition of employment, all employees are required to abide by the terms of this policy. This substance abuse policy primarily governs actions in the areas of alcohol and drugs.

### **III. SUBSTANCE ABUSE POLICY**

All employees are to be informed of the company's substance abuse policy. Employees shall be given a summary of the company's substance abuse policy. All employees and new applicants shall be required to sign an Acknowledgement of Receipt and Understanding form.

## **IV. DEFINITIONS**

### **A. Illegal Drugs**

"Illegal Drugs" are drugs or controlled substances which are (1) not legally obtainable or (2) legally obtainable but not obtained or used in lawful manner.

### **B. Legal Drugs**

"Legal Drugs" are those prescribed by a licensed physician or over the counter drugs which are legally obtained by the employee and used for the purpose for which they were prescribed and sold.

### **C. Company Property**

The term "Company Property" includes work sites; parking lots; vehicles; or offices/building owned, rented, utilized, or serviced by the company or by any member of the company; or employee owned or employee rented vehicles on the property of the company while on company business; and locations where the employee represents the company in any capacity.

### **D. On Duty**

The term "On Duty" includes all working hours, as well as meal periods and break periods, regardless of whether on premises, and all hours when an employee represents the company in any capacity.

### **E. Sample**

The term "Sample" means urine, blood, breath, saliva, hair or other substances from the person being tested.

## **V. DRUG USE PROHIBITIONS**

- A. No employee will use, sell, purchase, possess, manufacture, distribute or dispense of illegal drugs on company property, while on duty or off duty. Any violation of the policy may be cause for termination of employment.
- B. It is also against company policy for any employee to report to work with the presence of illegal drugs or the metabolite illegal drugs in the employee's body. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

- C. Legal drugs may also affect the safety of the employee, fellow employees, or members of the public. Therefore, any employee who is taking any legal drugs that may impair safety, performance, or any motor functions must advise his/her supervisor before reporting to work under such medication. A failure to do so may result in disciplinary action. Improper use of "Legal Drugs" is prohibited and may result in disciplinary action, up to and including termination of employment.
- D. Refusal to submit to, efforts to tamper with, failure to cooperate with, or failure to pass a drug test will result in disciplinary action, up to and including termination of employment.

## **VI. ALCOHOL USE PROHIBITED**

- A. The consumption of alcohol on company property while on duty is prohibited and will result in disciplinary action, up to and including termination of employment.
- B. It is against company policy to report to work or to work under the influence of alcohol. Employees may be asked to submit to an alcohol test based on reasonable suspicion that their ability to perform work safely or effectively may be impaired.
- C. Refusal to submit to, efforts to tamper with, failure to pass an alcohol test will result in disciplinary action, up to and including termination of employment.

There is a great public concern that those persons who work in the equipment industry do so in a proper workmanlike manner, unimpaired by the effects of drug abuse. While no system will eliminate such usage entirely, it is believed that the program outlined here will greatly reduce the risks associated with drug abuse.