

## **Alcohol and Drug Free Workforce Policy**

It is the policy of Diversified Industrial Staffing to maintain a workplace that is free from the effects of drug and alcohol abuse. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on Company or client company premises or work sites.

The Company reserves the right to require that a medical evaluation and alcohol or drug testing be conducted if an employee's work behavior or job performance is indicative of abuse of alcohol or illegal drugs or if the employee is involved in a work-related accident. Referrals are to a physician or laboratory of the Company's choice; the Company pays for costs of the consultation and tests.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or controlled substances and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Company premises and work sites.

Employees must report their use of over-the-counter or prescribed medications to a Diversified Industrial Staffing Representative if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

### **Employee Verification Sheet**

This is to verify that I have reviewed copies of and agree to the following Diversified Industrial Staffing policies on:

- Diversified Industrial Staffing Policy
- Diversified Industrial Staffing Termination Policy
- Alcohol and Drug-Free Workplace Policy

I acknowledge that I am required to contact Diversified Industrial Staffing within the first 24-hours of completion of my last assignment so my next assignment can be arranged. If suitable work assignments are available with Diversified Industrial Staffing and I fail to inquire about another work assignment, I may not be eligible for unemployment benefits.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date