

ALCOHOL AND DRUG POLICY

Purpose of the Alcohol and Drug Policy

Our employees are our most valuable resource, and their safety and health is of paramount concern. We are committed to providing a safe and healthful working environment to protect our employees and others, to provide the highest level of service, and to minimize the risk of accidents and injuries.

To that end, _____ (“Company”) strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Beyond that, continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, Company has adopted a policy that all employees must report to work and remain completely free of illegal drugs or nonprescribed prescription drugs.

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication’s effect on the employee’s ability to work safely, and promptly disclose any work restrictions to Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

Company reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. Company will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Alcohol Use/Distribution/Possession/Impairment

All employees are absolutely prohibited from using, distributing or possessing illegal drugs while on duty, in the workplace, or on Company premises. All employees are prohibited from excessively consuming alcohol while on duty, in the workplace, or on Company premises. Off-duty alcohol and drug use, while not prohibited, must not interfere with an employee’s ability to perform the essential functions of his/her job, disrupt business operations, or interfere with operational productivity. When off-duty alcohol or drug use results in, for example, harassment, violence, criminal conduct or injury, the employee or employees involved may be disciplined, up to and including termination.

Company will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Please contact human resources for further information.

Employees who voluntarily seek help for substance abuse (self-referral) by contacting People Ops will be provided an opportunity to pursue counseling and rehabilitation. Company will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available paid time off, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but the employee must cover costs not covered by insurance. The employee cannot return to work until released by a treatment provider to do so, and when he or she receives a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy. Please contact People Ops for further information.

Alcohol At Work

On certain appropriate occasions, employees may find themselves drinking alcohol at work or during work events. However, doing so is entirely an optional activity, and we must remember to make sure to respect our colleagues' differing beliefs about alcohol consumption. That said, there are still rules that apply to everyone:

- Every Company employee is expected to act with good judgment.
- Under no circumstances is drinking and driving acceptable: If you feel impaired or notice any of your fellow employees acting questionably impaired, you must be sure to take the appropriate action (order a Lyft/Uber, get a ride with a friend, take someone's keys away, etc.)
- Every Company employee must abide by applicable law regarding the consumption of alcohol and operation of a vehicle.
- Drinking alcohol at work or with colleagues is not "time off" from the Company Code of Conduct – all rules, particularly anti-harassment and anti-discrimination rules set forth in this Handbook and elsewhere, still apply.
- No Company employee may enter the bar at Company (the "Bar") on weekends or when the Bar is identified as "closed" (whether through written rules or oral instructions from other Company employees).
- No guests or persons who are not also employees of Company are permitted in the Bar at any time, absent express consent from an employee's manager.
- Drinking alcohol at work or in the Bar is a privilege that can be taken away from all Company employees or certain persons individually at any time
- Inappropriate behavior while consuming alcohol can subject me to discipline, up to and including termination.

All employees are expected to sign a waiver regarding consumption of alcohol. There are also particular rules pertaining to the Company Bar which must be observed. (See below regarding rules of the Bar.)