

# **Drug and Alcohol Policy**

(rev 10-2017, 12-2018)

## **3.1 PURPOSE**

## **3.2 GENERAL REQUIREMENTS**

### **Exhibit 3A T.A. Woods Company Substance Use and Abuse Policy**

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To comply with the Drug-Free Workplace Act of 1988 and establish guidelines to be followed to maintain a drug-free workplace. T.A. Woods Company promotes a workplace free from drug and alcohol use and abuse.

## **3.2 GENERAL REQUIREMENTS**

- A. As a condition of employment, all employees are prohibited from the use, sale/attempted sale, manufacture, purchase/attempted purchase, possession, transfer, or being under the influence of an illegal drugs, prescription drugs used in an illegal manner, or alcohol while on company property, company project sites, in company vehicles, or during the individual's business day. In the case of illegal substances, all levels of contact are prohibited. Participation in the above activities will result in disciplinary action up to and including termination.
- B. Applicants for employment are advised of T.A. Woods Company substance use and abuse policy. Those under final consideration will be required to undergo substance screening and/or testing. Failure to sign the consent form and take the screen/test will result in rejection of the applicant.
- C. All employees are required to report to their immediate supervisor the use of legally prescribed medications which may present a safety threat to themselves or others. If supervision observes there is a threat to safety possibly due to the medications, the employee will be instructed to seek medical advice before continuing work. Return to work must then be provided in writing by the prescribing physician. Final return to work approval is at management, specifically that of HR/Safety discretion, if the employee must continue taking the prescribed medications.
- D. If management or supervision has a reasonable suspicion an employee is using illegal drugs, prescription drugs in an illegal manner, is under the influence of alcohol or if an employee demonstrates impaired abilities or job performance, the employee will be required to undergo substance abuse testing which may include a physical examination. Employees involved in property damage or injury to themselves or others while working on the job, (requiring medical treatment beyond first aid), or operating equipment or a motor vehicle, which may subject the company to liability, will be required to be tested immediately for the presence of alcohol or illegal and controlled substances. These individuals and those who appear to be a safety threat to themselves or to others should be

accompanied to a designated medical facility for testing. Refusal to consent to a testing and/or exam, will result in termination of employment.

- E. Employees who test positive for being under the influence of illegal drugs, prescription drugs used in an illegal manner or not reported to his/her supervisor or manager, or alcohol are subject to disciplinary action up to and including termination.
- F. T.A. Woods Company urges individuals who have a drug abuse or alcohol problem to seek assistance.
- G. Employees who complete a rehabilitation program and return to work or are rehired, and are subsequently found to test positive for substances and/or alcohol will be terminated.
- H. In accordance with the Drug-Free Workplace Act and as a condition of employment, all employees must abide by company's Substance Use and Abuse Policy and report any criminal convictions of drug-related or alcohol-related activity in the workplace no later than five days after the conviction. The company must notify the government contracting agency, if any, of the conviction within 10 days. An employee convicted of drug-related activity may be terminated.
- I. A driver subject to DOT regulations or other legal requirements will be subject to additional controls.
- J. All employees are required to cooperate fully with investigations under this policy and report suspected violations observed in the workplace.
- K. All employees will be given a copy of T.A. Woods Company's Substance Use and Abuse Policy and complete the acknowledgement form at time of hire.