

Company

Name:

Store #:

Address:

DRUG FREE WORKPLACE POLICY

The Company is committed to maintaining a safe, productive, and professional workplace. Employees are expected to report to work able to safely and effectively perform their duties and to comply with this policy and applicable law.

Prohibited Conduct

- Using, possessing, selling, purchasing, distributing, manufacturing, or dispensing illegal drugs or controlled substances while working, on Company premises, in Company vehicles, or while conducting Company business, except as otherwise permitted by law.
- Using, possessing, selling, distributing, or being impaired by cannabis while working, on Company premises, in Company vehicles, or while conducting Company business.
- Consuming alcohol while working, on Company premises, or while conducting Company business unless specifically authorized by the Company for a lawful business purpose.
- Reporting to work or remaining at work while impaired by alcohol, cannabis, illegal drugs, controlled substances, or medication to the extent the employee cannot safely or effectively perform the employee's job duties.
- Misusing prescription or over-the-counter medication, including using medication in a manner inconsistent with lawful directions or in a way that creates a workplace safety risk.

Lawful Off-Duty Cannabis Use

California law generally protects lawful cannabis use that occurs off the job and away from the workplace, and generally prohibits employment action based solely on a drug test showing nonpsychoactive cannabis metabolites. The Company will comply with these protections and with any applicable exceptions under state or federal law. Nothing in this policy permits an employee to possess, use, or be impaired by cannabis on the job.

Medication and Workplace Safety

Employees are not required to disclose a diagnosis or the name of a medication merely because they lawfully use prescription or over-the-counter medication. However, if a medication or medical condition may affect the employee's ability to safely or effectively perform job duties, the employee should notify management if a work restriction or reasonable accommodation may be needed. The Company may request job-related information when permitted by law and will handle medical information confidentially as required by law.

Seeking Help and Rehabilitation

Employees who are experiencing a drug or alcohol dependency problem are encouraged to seek assistance before the problem results in unsafe conduct, performance issues, or a policy violation. Where required by California law, the Company will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, unless the accommodation would impose an undue hardship. The Company will make reasonable efforts to safeguard the employee's privacy regarding participation in such a program.

This policy does not require the Company to allow an employee to work when the employee's current use of alcohol or drugs prevents the employee from performing essential job duties or from performing those duties safely.

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Reporting Safety Concerns

Employees who observe conduct that may create a safety concern should promptly report the facts to a supervisor or manager. Employees should report what they actually observed and should not diagnose or accuse a co-worker of having a substance abuse problem. The Company will review concerns as appropriate and will respect privacy to the extent reasonably possible.

Reasonable Accommodation and Non-Retaliation

The Company will comply with applicable disability and reasonable-accommodation laws. Employees may request a reasonable accommodation when a medical condition or disability affects their ability to perform their job. The Company will engage in the interactive process when required by law. The Company will not retaliate against an employee for making a good-faith request for a legally protected accommodation, for voluntarily seeking protected rehabilitation assistance, or for exercising other rights protected by law.

Drug and Alcohol Testing

Any drug or alcohol testing will be conducted only as permitted by applicable law and any separate Company testing policy. Nothing in this acknowledgment creates a broader right to test than the law allows. Where federal law, federal contracting requirements, licensing requirements, or other specific legal rules impose different or additional testing obligations, those requirements will control.

Policy Violations and Corrective Action

A violation of this policy may result in corrective or disciplinary action, up to and including termination of employment, as permitted by applicable law. The Company will evaluate the circumstances of each situation, including workplace safety, job duties, applicable legal protections, and any legally required accommodation.

Employee Acknowledgment

I acknowledge that I have received and read the Company's Drug Free Workplace Policy. I understand that I am required to comply with this policy and that the policy does not alter the at-will nature of employment where applicable. I understand that questions about this policy should be directed to my supervisor, manager, or Human Resources.

Employee Name:

Employee Signature:

Date:

Supervisor/Manager

Name:

Supervisor/Manager

Signature:

Date:
