

Alcohol and Drug Abuse Policy

Readywork Inc. is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, full time and seasonal employees. Substance covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

We reserve the right to inspect our premises for these substances, ***We reserve the right to conduct alcohol and drug tests at any time.*** We may terminate your employment if you ***violate this policy, refuse to be tested, or provide false information.***

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle while on company business. You may not use, posses, or be under the influence of alcohol on company premises. If manegement approves, you may drink moderately at certain off-premises, business-related meetings or social gatherings. You may not use, possess, or be under the influence of illegal drugs. You may not sell, buy, transfer or distribute any drugs, It is against the law, and we reserve the right to report to authorities. You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year. You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely. You must follow directions, including dosage limits and usage cautions.

You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. Anyone injured while working will be given a drug and alcohol test by the medical facility. A positive test may be cause for immediate dismissal for the individual. If two (2) or more persons are involved in the accident, they may each be subject to the same drug and alcohol testing and discipline procedures.

Testing

Testing may include urine, blood, or breathalyzer tests. Before testing you will have the chance to explain the use of any drugs. We will follow laws for keeping test results confidential.