

## Drugs and Alcohol

The School is dedicated to providing employees with a workplace that is free of drugs and alcohol. The School discourages drug and alcohol abuse by its employees. The School has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and success at the School. Employees who have any detectible amounts of drugs or alcohol while on the job compromise School interests, endanger the employee's own health and safety and the health and safety of others. This can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products and disruption of customer relations. Any identified usage of drugs or alcohol, or any detectible amount during working hours will be grounds for discipline, up to and including termination of employment.

For the safety of our employees and clients the School reserves the right to test any employee for the use of illegal drugs, marijuana or alcohol under state, federal or local laws. This may be done in cases where the employee's job carries a risk of injury or accident to self or others, due to such use, or there is an apparent inability to perform the duties required of that position. Specific jobs may, at the School's discretion, require regular drug testing. Such a test may be conducted after an accident or with probable cause of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at the School's expense, for the drug test.

Any employee found to use, sell, possess or distribute any illegal drugs under state, federal or local laws, marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the School premises, performing School-related duties, or while operating any School equipment, is subject to immediate disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.