

# ***Just Rite Acoustics, Inc.***

## **Drug and Alcohol Policy**

**It is the policy of Just Rite Acoustics, Inc., and the policy of the Chicago District Council of Carpenters to maintain a Drug-Free Workplace. Drug and alcohol abuse poses a serious threat to our goal of providing a safe and productive workplace for our employees and customers.**

**This policy applies to all individuals who perform work for the Employer including, but not limited to, management, supervision, engineering, craft workers and clerical personnel.**

**As a condition of employment or continued employment, JUST RITE ACOUSTICS, INC. will conduct the following types of tests.**

- **Pre-employment**
- **Voluntary**
- **Workplace Injury**
- **Workplace Accident / Workplace Incident**
- **Reasonable Suspicion**
- **Random Testing for all NON-UNION employees**

**Specifically, it is the policy of JUST RITE ACOUSTICS, INC. that the use, sale, purchase, transfer, possession or presence in one's system of any prohibited substance (except medications prescribed by a licensed physician), including alcohol, by any employee while on company premises, while engaged in company business, while operating company equipment, or under the authority of the employer is strictly prohibited and subject discipline.**

**Prohibited Substances include illegal drugs (including controlled substances, look alike drugs and designer drugs). Alcoholic beverages and drug paraphernalia in the possession of or being used by an employee; on the job testing could be conducted for the presence of the following:**

**ALCOHOL  
AMPHETAMINES  
COCAINE  
MARIJUANA  
OPIATE METABOLITES  
PHENCYCLIDINE (PCP)**

**Results:**

- 1. After receiving a positive drug test result from the laboratory, the employee will be notified by the Medical Review Officer.**
- 2. Employees who receive a confirmed positive test result will be subject to discipline up to and including termination.**
- 3. Any employee who refuses to participate in a drug / alcohol test or refuses to cooperate in the testing process will be terminated.**
- 4. For alcohol test purposes, any test result in excess of .04 will be treated as a positive result.**

**Note: When determining a positive drug and / or alcohol test results the guidelines set forth by the Federal Department of Transportation will be followed.**

**Prescription Medications in the Workplace**

**All employees who are prescribed medications by a licensed physician that may adversely affect his or her ability to perform his regular duties safely must notify their supervisor immediately. The supervisor will then consult the JUST RITE ACOUSTICS, INC. Drug Program Coordinator and the Employee's physician to determine if alternative work duties need to be arranged. The employee may be required to present written evidence from the physician which describes the effects such medications may have on the Employee's ability to perform his or her tasks. Failure of the employee to notify his or her immediate supervisor of prescribed medications is a violation of the Drug and Alcohol Policy and will be dealt with accordingly.**

**Complete details of our program are available for your review in the JUST RITE ACOUSTICS, INC. Administration Guide to Drug and Alcohol Testing Procedures.**