



*The ODLE Way:
Opportunities for Growth
Dedicated to Those We Serve
Loyalty to a High Performing Workforce
Excellence in All We Do*

DRUG FREE WORKPLACE POLICY Substance Abuse Policy Statement

ODLE MANAGEMENT (ODLE) believes a drug-free workplace enhances the safety of our employees, our customers, and the public; enhances employee productivity and ensures the quality of our service. Unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on Company premises or all places where ODLE conducts business, is strictly prohibited. These activities constitute serious violations of Company rules, jeopardize the Company and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of this policy are subject to appropriate disciplinary action, up to and including termination. Additionally, ODLE reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

- Employees may be required to submit to drug and/or alcohol testing at a laboratory chosen by the Company if there is a cause for reasonable suspicion of substance abuse.
- Whenever possible, the supervisor will have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse substance testing under these circumstances will be terminated.
- Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:
 1. Observed alcohol or drug use during work hours on company premises.
 2. Apparent physical state of impairment.
 3. Incoherent mental state.
 4. Marked changes in personal behavior that is otherwise unexplainable.
 5. Deteriorating work performance that is not attributable to other factors.
 6. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence of a controlled substance.

If the tests are positive and if an employee is granted a leave of absence for substance abuse rehabilitation, he or she will be required to participate in all recommended aftercare and work rehabilitation programs. Upon successful completion of all or part of these required programs, the employee may be released to resume work but may be required to submit to random substance abuse testing and close performance monitoring to ensure that he or she remains drug free.

I certify that I have read, understand and will comply with ODLE MANAGEMENT's position on a Drug Free Workplace.

Employee Name

Employee Signature

Date