



SAFETY POLICY

TITLE: DRUG AND ALCOHOL POLICY

COVERAGE: SPORTGROUP

ORIGINAL ISSUE: 04/20/18

REVISION: 09/01/2023

POLICY STATEMENT:

The purpose of this policy is to ensure employee safety and to maintain a safe, and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use. This policy pertains to all employees of the company who have cause to be on company property or operate a company vehicle. The possession, use, or sale of alcohol or illegal drugs on company premises or while operating a company vehicle is strictly prohibited at any time.

Employees are prohibited from reporting to work or operating a company vehicle under the influence of alcohol or drugs. An employee who is taking a prescription drug is required to present to the company's Human Resources or Safety Department a statement from the prescribing physician that the prescription drug will not impair the employee's work performance.

The company requires drug testing of applicants for employment for all positions. Any applicant who refuses to submit to the test will no longer be considered eligible for employment. In the interest of the safety and health of its employees, the company reserves the right to inspect and search, at random, unannounced times, all packages, boxes, clothing, company vehicles or any personal belongings carried on or off company property

DISCIPLINE: Employees found to be in violation of this policy by either directly possessing or using alcohol or drugs, as described above, or through a verified positive drug test or by court conviction, will be subject to immediate discharge from employment. Any employee who fails to cooperate with the requirements outlined in this policy, including refusal to test, failure to provide a specimen within a reasonable time, failure to report for a scheduled appointment to provide a specimen, or adulteration of a specimen, will be subject to disciplinary action which may include immediate termination of employment.

ADMINISTRATIVE: The company strictly prohibits the use, possession, and/or sale of illegal drugs, drug paraphernalia, or unsanctioned use of alcohol in any company vehicle or on company property.

The company will cooperate fully with public authorities in the prosecution of anyone in violation of said prohibition.

Information concerning drug and/or alcohol test results and information concerning violations of this policy will be treated as confidential information. Such information will be released only to management representatives who have a need to know. Test results or documentation showing the employee has been subject to drug testing shall be provided to that employee or to his/her designated representative, upon written request by the employee.

Sportgroup will aid with assistance to eligible employees requesting help for a drug and/or alcohol abuse problem. If an employee should need help, they are encouraged to speak out before required to be tested.

Asking for treatment after testing positive will not protect you from termination. (In the event that an employee is terminated for testing positive, Sportgroup will gladly provide any information that will assist the individual in obtaining treatment.)

See: Observed Behavior Reasonable Suspicion Guidelines