

Drug and Alcohol Policy

Drug and alcohol contributes to billions of lost productivity and thousands of work place injuries every year. Industrial Insulation Supply's policy is to employ a work force free from drug and alcohol abuse or the use of illegal drugs. Our Company takes drug and alcohol abuse as a serious matter and will not tolerate it.

The company absolutely prohibits the use of alcohol or non-prescribed drugs at the work place or while on company premises or job site. It also discourages non-work place drug or alcohol abuse. The use, sales or possession of alcohol or drugs while on the job or on company property will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees are expected to report to work on time and in the appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment. Industrial Insulation Supply Ltd reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to physical evidence of use, involvement in an accident, or substantial drop off in work performance. Failure to take a requested test may lead to discipline including termination.

The company also cautions against the use of proscribed or over-the-counter medication which can affect your work place performance. You may be suspended or discharge if the company concluded that you cannot perform your job properly or safely because of the use of over-the-counter or prescribed medication. Please inform your supervisor prior to working under the influence of a proscribed or over-the-counter medication which may affect your work performance.

Employees must report and conviction under criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within seven days after conviction. Industrial Insulation Supply will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug and or alcohol dependency. Conscientious efforts to seek such help will not jeopardize and employee's job and will not be noted in any personal record. You may also be required to agree to random testing and a "one-strike" rule.

If you have any drug or alcohol problem, please ask for help!

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Employee Agreement on Drug and Alcohol Policy

I have read, understand, and agree to comply with the foregoing, rules and conditions. I am aware that violations of these guidelines may be subject to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that I have responsibility to maintain a positive representation of the company and govern myself accordingly. Furthermore, I understand that this policy can be amended at any time.

Employee _____ Date _____

Company _____ Date _____