KUDZUE 3
Trucking & Paving

Drug and Alcohol Policy

Terms

Drug and alcohol abuse contribute to billions of dollars of lost productivity and thousands of workplace injuries every year. Our policy is to employ a work force free from alcohol abuse and the use of illegal drugs. This 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 workplace or while on company premises. It also discourages non-workplace drug and alcohol abuse. The use, sale, 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 and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment. **Kudzue 3 and Blackjack** reserve 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 a substantial drop-off in work performance. Failure to take a requested test may lead to discipline, including possible termination.

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

Kudzue 3 and Blackjack will make every effort to assist an employee who wishes to seek treatment or rehabilitation for drug or alcohol dependency. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel records.

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

Employee Agreement on Drug and Alcohol Policy

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions. I am aware that violations of this guideline may subject me to disciplinary action, including termination from employment, legal action, and criminal liability. I further understand that I have a 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.

Signature

Date Received or Amended: _____

Acknowledged by (Employee): _____

Name of the Above (Printed): _____

Received by Kudzue 3 Agent: _____