

## **DRUGS and ALCOHOL in the WORKPLACE POLICY**

Network Staffing Resources, Inc. (NSR) strives to provide a safe workplace for all employees. Controlled substances compromise the judgment and abilities of our employees, thereby creating a dangerous work environment. Accordingly, we have a zero-tolerance policy regarding drugs and alcohol in the workplace.

### **VIOLATIONS**

Employees who engage in the following activities violate NSR's policy and are subject to disciplinary action:

- Buy, sell, distribute, display, manufacture, possess, or use any controlled substance (including alcohol) or drug paraphernalia while on company or company's client(s) property or while conducting company business.
- Report to work under the influence of a controlled substance. "Under the influence" refers to any of the following states:
  1. Being unable to perform work in a safe and productive manner.
  2. Being in a mental and/or physical state that endangers the individual, other employees, the public, or company or company's client(s) property.
  3. Having any detectable level of a controlled substance, including alcohol, in excess of a trace, in the body.

In addition to the ensuing disciplinary action, employees who engage in the above-described activities may be asked to submit to a lawful security exam, such as an interview, or they may be asked to submit to a search of personal property located on company or company's client(s) premises, including the employee's car located on company or company's client(s) parking lots.

### **DISCIPLINARY ACTION**

Employees who violate NSR's Drugs and Alcohol in the Workplace Policy may face immediate termination.