



McGee Enterprises, Inc.

Substance Abuse Policy Statement

McGee Enterprises, Inc. is committed to providing a safe work environment and to fostering well-being and health of its employees. That commitment is jeopardized when any McGee Enterprises employee illegally uses drugs on the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, McGee Enterprises has established the following policy:

- It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
- It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
- It is a violation of company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medication.
- Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see a change in performance or behavior that suggest the employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares a responsibility for maintaining a safe work environment, and co-workers should encourage those who have a problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal use of drugs and the abuse of alcohol are incompatible with employment at McGee Enterprises, Inc.

Testing Requirements

- This company conducts **Post Accident** drug/alcohol tests. Failing or refusing this test may jeopardize any/all workers compensation benefits.
- MEI requires all applicants to submit to a **Pre-Hire** drug/alcohol test. A negative drug test is required for employment eligibility. Annual or random drug tests are required thereafter.
- In addition, customers or site-specific utility may request an entry or random drug test at any time. Refusal to submit to this test, or positive results, will be grounds for immediate dismissal. From that point on, no hours or expenses will be paid. You will be responsible for paying your own transportation home.

Termination Policy

- Not showing up for work or calling in.
- Not showing up for work, but calling in to the notify the office, second offense.
- Not being on time for work.
- Alcohol or drug use on the job, or behavior that interferes with the job.
- Refusal to submit to any drug tests or other tests as required.
- Unacceptable language or behavior in the workplace.
- Insubordination
- Falsification of any information on application, time sheets, etc.

I understand McGee Enterprises, Inc **Termination Policy**.

I accept that any infraction of these rules may be cause for dismissal.

Signature: _____ **Date:** _____