

ASSIST INCORPORATED DRUG AND ALCOHOL POLICY

Assist Inc. has a commitment to provide its customers with employees who will help achieve the Goal of establishing and maintaining a work environment free from the effects of alcohol and Drug abuse.

- Employees under the influence of alcohol, or drugs who possess or consume alcohol or Drugs on the job interfere with their own as well as their coworker's safety and job performance.
Such conditions will be cause for disciplinary action up to and including termination.
- The illegal use, sale or possession of narcotics, drug or controlled substance while on The job or on company property is a dischargeable offence.
- Off the job illegal drug use which could adversely affect an employee's job Performance or which could jeopardize the safety of other employee's and Equipment is cause for disciplinary action up to and including termination.
- Any illegal substance found will be turned over to the appropriate law enforcement Agency and may result in criminal prosecution. Some of the drugs which are Illegal under Federal, State or local laws include marijuana, hashish, cocaine, opiates, Amphetamines, PCP, depressants and stimulants not prescribed for personal Treatment by an accredited physician.
- An employee who unreasonably fails to cooperate in the company or customer's Investigation of substance use or misuse is subject to disciplinary action up to And including termination.
- Assist will have any employee involved in a work related accident or incident on the job Tested for alcohol or drugs.
- Assist Inc. reserves the right to pre-employment drug test any new applicant.
- Assist Inc. will keep the results of drug and or alcohol tests confidential.
- If for any reason you do not understand this policy and its implications please ask a Office staff member for a personal explanation.