

Opening Statement

Koyle's Classic Construction is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any Koyle's Classic Construction employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, Koyle's Classic Construction has established the following policy.

Violation Statement

It is a violation of company policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs, intoxicants, or alcohol on the job. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol - that is, with illegal drugs, intoxicants, or alcohol in his/her body. 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 medications. Violations of this policy are subject to disciplinary action up to and including termination of employment.

Supervisor/Management Responsibility

The company will provide drug and alcohol awareness information to all employees. This will include the company's policy on drug and alcohol abuse.

Employee Education

The company will provide drug and alcohol awareness information to all employees. This will include the company's policy on drug and alcohol abuse.

Co-Worker Responsibility

All employees share responsibility for maintaining a safe work environment and should encourage co-workers who use alcohol or other drugs in the workplace to seek help.

Drug Policy Statement

Koyle's Classic Construction is committed to safeguarding the health and welfare of our employees and to providing a safe work environment.

Closing Statement

The intent of this policy is to offer awareness and information, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with employment at Koyle's Classic Construction.

Signature Page

By signing below, you (the employee) acknowledges that you have read and understood the above drug and alcohol policy.

Print Name

Date

Signature