

Certified Renovation Drug Free and Smoking Workplace Policy

Smoking Policy

Smoking is allowed by contractors on our job sites only the following circumstances.

1. Approval must be provided by homeowner to smoke within 150' of premises in all cases.
2. Smoking is allowed at the street without homeowner approval.
3. Entry into home requires that you spray yourself with an odor removing spray prior to entry.
4. No burnable tobacco products are allowed inside a customer's home. Pocketing of used tobacco products is not allowed. These must not be carried into the customer's home.
5. Proper disposal of burnable tobacco products must be used for fire and safety reasons.
6. Improper disposal of burnable tobacco products will result in immediate termination.

Purpose and Goal

Certified Renovation is committed to protecting the safety, health and wellbeing of all individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, subcontractors, volunteers, interns, applicants, and Any Other Person Representing Certified Renovation.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby and while on organization property.

Prohibited Behavior

1. It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.
2. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription.
3. Prescription and over-the-counter drugs that have a sedative effect may only be taken on site with the approval of Certified Renovation management or with the written approval of a physician, stating that the drugs will not impair cognitive or motor skills which could result in personal injury or by use subject another person to injury by your actions.

Any individual taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job.

If the use of a medication could compromise the safety of other people, fellow workers or the public, it is the individual's responsibility to use appropriate communication procedures (e.g., call in sick, reschedule time, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur

Notification of Convictions

Any person working on a Certified Renovation job who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal agencies will be notified when appropriate.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees and/or subcontractors who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each person, as a condition of employment or contract, will be required to participate in pre-employment, random, post-accident and reasonable suspicion testing upon selection or request of management.

The substances that will be tested for are:

Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Propoxyphene, and As Added.

Alcohol Testing may be done on site by Management or Law Enforcement at any time if indications are present that an individual is under the influence of Alcohol while working or present on a job site.

Testing for the presence of alcohol will be conducted by analysis of breath.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine and hair.

Acceptance of Testing Policy: _____

Date: _____

Any person who tests positive will be terminated immediately. Time for work under influence of illegal drugs or alcohol will not be paid to contractors. Contractors will

be liable for any and all damages caused by the use of illegal drugs on site and the use of drugs by any of their subcontractors or employees. This will be enforced to the fullest extent of the law.

An person will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

I have read the above (4 page) Certified Renovation policy about drug-testing. I have asked for clarification as needed, and fully understand the company has a policy of zero-tolerance of drug use.

I give Certified Renovation permission to ask me to submit to a drug-test, as outlined in this policy, and as they deem necessary. I understand that refusing to take a drug test or a resultant positive drug test will cause my not being hired (if pre-employment) or immediate dismissal (if employed or contractor or subcontractor).

If test-results are obtained, Certified Renovation must provide at my request, the name/address of the testing agency so I may obtain the nature and the substance of the information contained in their report.

Signature: _____

Date: _____