



STATEMENT:

It is the policy of Rheinschmidt Tile and Marble to prevent substance abuse from having an adverse effect on our employees and the performance of their work. Rheinschmidt Tile and Marble maintains that the work place is safer and more productive without the presence of illegal or inappropriate substances on the jobsite. **All illegal and inappropriate substances are strictly prohibited!** This includes reporting to work with measurable levels of illegal drugs, certain prescription drugs or alcohol present in the body. A violation of this policy **will** result in a disciplinary action up to and including discharge.

OBSERVED REASONABLE CAUSE:

Any action that appears to be an abnormal behavior by an employee may constitute reasonable cause. Employees suspected of being under the influence of illegal drugs, substances, or alcohol may be subjected to chemical screening. Screening may be requested if a serious accident, injury or incident occurs.

If a supervisor suspects an employee of being under the influence, the incidence will be investigated thoroughly. This suspicion will be documented and you may be asked to leave work for the remainder of the work day.

The supervisor will question the employee privately with one other witness present. If reasonable suspicion still exists, it is the supervisors right to ask for drug testing. The employee must first fill out the consent for drug testing form. The employee may be removed from the jobsite. If it is the supervisor who is being suspected, another two parties must be involved and an officer of Rheinschmidt's will be contacted and the same procedures followed. Any drug testing that occurs will be at the expense of the person in question.

If drug testing is positive, the site supervisor, or company supervisor, will inform the employee of the results privately, and the employee will be removed from the jobsite.

ACKNOWLEDGEMENT OF POLICY

Rheinschmidt Tile and Marble maintains that the work environment is safer and more productive without the presence of illegal drug or substance use.

I have read and understand the above policy. I agree that, as a condition of my hiring and/or continued employment with Rheinschmidt Tile and Marble, I may be tested for the presence of illegal drugs or alcohol while on duty, and removed from the premises.

Applicant/Employee

Date

Witness: _____