



ACE WINDOWS NE

DRUG AND ALCOHOL POLICY

PURPOSE:

The purpose of this policy is to maintain a safe work environment, which is free from the influence of illegal drugs and alcohol to protect the health, safety, and well being of our employees.

POLICY:

Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance or alcohol by an employee on the job in the workplace or where our facility work is performed is prohibited. This policy applies to all official or unofficial break and meal periods, and all other times during the working day in which an employee has reported for work.

Violation of the substance abuse program will be subject to disciplinary action up to and including termination.

DEFINITIONS:

“Illegal drugs” in this policy means inhalants and controlled substances, and includes medications, which contain a controlled substance, which are used for a purpose or by a person for which they were not prescribed or intended or otherwise used under the supervision of a licensed health care professional.

“Reasonable suspicion or reason to suspect” means a basis to form a belief based on specific facts and inferences drawn from those specific facts.



“Under the influence of alcohol” means appearance, speech, behaviour or bodily odor, breath, which causes a Director to suspect the person to reasonably be intoxicated.

THE POLICY

Employees are not permitted to use, transfer, possess, distribute or work under the influence of drugs or alcohol. For the purposes of this policy **“reasonable suspicion or reason to suspect** “is sufficient to establish the “use” of **illegal drugs** and being **“under the influence of alcohol”**.