

SUBSTANCE ABUSE

The company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including volunteer and temporary employees. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company Business.

The manufacture, distribution, possession, sale or purchase of controlled substances of abuse on Company property is prohibited. Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited. So that there is no question about what these rules signify, please note the following definitions:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed on Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation

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b. Any drug, including- but not limited to- a prescription drug, used for any reason other than that prescribed by a physician.

c. Inhalants used illegally

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse. Using, selling, purchasing, transferring, manufacturing, or storing of an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition. Consistent with the rules listed above, any of the following actions constitutes a violation of the Company policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

DRUG TESTING - CONSENT

All employees who interact with students will be subject to Drug Testing at anytime pursuant to our consent to Drug Testing policy and agreement. The Consent to Drug Testing policy and agreement must be agreed to before any employment with the Company is official. Furthermore, all employees that participate in the Company's Before/After Care Childcare program are required to complete a drug test administered by our Third Party Provider AMC (American Motor –Carrier Consortium) in conjunction with Quest Diagnostics Laboratories, prior to being assigned to childcare duties. Prohibited conduct is a state of influence not having the normal use of mental or physical faculties resulting from voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse. Consistent with the rules of our Substance Abuse policy any employee working or reporting to work, conducting company business or being on company property while under the influence of an illegal drug or alcohol, or in an impaired condition constitutes a violation of the Company policy on drugs and will subject an employee to a random drug test that may result in disciplinary action, up to and including immediate termination. Should an employee be suspected of drug abuse by his or her Supervisor, they will be immediately removed from the classroom or Childcare Center and reported to the office of Human Resources as well as instructed to report for a random testing within in 2 hours. Suspected employee(s) will be responsible to meet the random testing requirement by visiting with the company's Third Party testing laboratory, Quest Diagnostics. Supervisors are required to provide instructions and official and necessary documentation to suspected employee(s). Any and all results of drug testing prior to the start of work or required during work are reported directly to the office of Human Resources and will be held confidential.