



## **LETTER TO ALL EMPLOYEES**

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Nash Plumbing and Mechanical, LLC is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees' job security.

To address this problem, our company has developed a policy regarding the illegal use of drugs and abuse of alcohol that we believe best serves the interests of all employees. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented pre-employment and active employee drug testing. This policy was designed with two basic objectives in mind: (1) employees deserve a work environment that is free from the effects of illegal drug or alcohol abuse and problems associated with such, and (2) this company has a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and healthy workplace, we maintain a file of resources and information of various means to provide any employee needed assistance in our community including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the office trailer. In addition, we will confidentially distribute this information to employees for their use if needed.

Any employee whose conduct violates Nash Plumbing and Mechanical, LLC's company Substance Abuse Policy will be disciplined up to and including termination.

I believe it is important that we all work together to make Nash Plumbing and Mechanical, LLC a drug free workplace and a safe rewarding place to work.

Sincerely,

*Monte Wilson*

Monte Wilson  
Vice President

## **SUBSTANCE ABUSE**

Nash Plumbing and Mechanical, LLC is committed to providing its employees with a safe workplace and an atmosphere, which allows them to protect inventory and other assets, placed in their care; Nash Plumbing and Mechanical, LLC employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. Nash Plumbing and Mechanical, LLC has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on Nash Plumbing and Mechanical, LLC's ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood altering substances in your body. While you may make your own lifestyle choices, Nash Plumbing and Mechanical, LLC cannot accept the risk in the workplace which substance use and/or abuse may create. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

Nash Plumbing and Mechanical, LLC recognizes that alcoholism/drug abuse is a form of illness that is treatable in nature. The company shall not discriminate against employees based on the nature of their illness. No employees shall have their job security threatened by their seeking assistance for a substance abuse problem. The same consideration for referral and treatment that is afforded to other employees having non-drug/alcohol related illnesses shall extend to them.

- \* Every effort shall be made to provide an early identification of a substance abuser, to work with and assist the employee in seeking and obtaining treatment without undue delay.
- \* Early identification of the substance abuser shall be based upon job performance and related criteria, as well as resulting impairment on the job from the job activities. The supervisor of the employee shall bring such information to the attention of the designated representative for further evaluation. An employee who voluntarily seeks treatment for a substance abuse problem, which requires a leave of absence for treatment, shall be granted such leave of absence and further shall be eligible for benefits under the specifications of the existing insurance policy. Currently, Nash Plumbing and Mechanical, LLC does not financially contribute to an Employee Assistance Program (EAP), but we encourage the use of the following website to aid in locating help:  
[www.eapworklife.com](http://www.eapworklife.com).

Nothing in this policy is construed to prohibit the corporation from its responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs or both.

### **Drug Free Workplace**

No employee of Nash Plumbing and Mechanical, LLC will manufacture, distribute, dispense, possess or use on or in the workplace, any alcoholic substance, any intoxicating or auditory, visual or mind altering chemical or substance or narcotic drug, amphetamine, barbiturate, marijuana or any other

controlled substance, as defined by State and Federal Law or rule, or any counterfeit of such drugs or substances, all being collectively called "Drugs".

We define the "workplace" as the site for the performance of work done in connection with employment. As a condition of employment, each employee will notify his or her supervisor of his or her criminal conviction concerning controlled substances occurring within the workplace within five working days of said conviction. We may suspend or terminate any employee who may violate the terms of this policy.

## **Pre- Employment Drug Screen**

All job applicants that receive a conditional offer of employment from Nash Plumbing and Mechanical, LLC will be required to submit to a Pre-Employment Drug Test. Any job applicant who refuses a Pre-Employment Drug Test or tests positive will be denied employment for a period of three months. Before testing, all job applicants must sign a Pre-Employment Drug Testing Consent and Release Form.

## **Testing Circumstances**

In addition, Nash Plumbing and Mechanical, LLC reserves the right to Drug & Alcohol Test an employee for the following reasons:

- Causing or contributing to an on-the-job injury that resulted in a loss of worktime or damage to property occurred
- Reasonable suspicion that an employee has violated this policy
- As part of a follow-up program to treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing shall be a minimum of at least once a year for a two year period after completion of the rehabilitation program.
- A routinely scheduled employee fitness-for-duty medical examination
- As part of our Drug Free Workplace Program, Nash Plumbing and Mechanical, LLC also reserves the right to RANDOMLY drug test.

Any employee refusing to submit to such testing or tests positive will be subject to disciplinary action, up to and including termination.

After employment, if any random drug test is performed and results are positive, the employee is immediately terminated. After a period of no less than 3 months, the employee is eligible for re-hire but must adhere to the following:

- Employee must submit to a Pre-Employment Drug Test and Background Check.
- Employee is also under a mandatory 2 Year Probation Period. While under the probation period, the employee is subject to a random drug test at any time.

If the employee fails a random drug test while on probation, he/she will be immediately terminated and will no longer be eligible for employment.