#### **Drug and Alcohol Policy**

Arrowhead Deck Resurfacing, LLC strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

**Alcohol**

Employees are prohibited from using or being under the influence of alcohol while performing company business for Arrowhead Deck Resurfacing, LLC, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

**Illegal Drugs**

Arrowhead Deck Resurfacing, LLC employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Arrowhead Deck Resurfacing, LLC facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

**Disciplinary Action**

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

**Searches**

Arrowhead Deck Resurfacing, LLC may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Arrowhead Deck Resurfacing, LLC property that is provided for employees' personal use, such as desks, lockers, and files.

An employee’s consent to a search is required as a condition of employment and the employee’s refusal to consent may result in disciplinary action, including termination.

**Drug Testing**

Arrowhead Deck Resurfacing, LLC may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

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Print Name

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Signature of Employee                              Date