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<b>Department:</b>	Human Resource (HR)	

### **Substance Abuse Policy**

EJ'S SOLUTION LTD employees are prohibited from unlawfully consuming, possessing or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription or over-the-counter medications, taken as prescribed, are an exception. Anyone violating this policy may be subject to disciplinary action, up to and including termination

- **Reasonable suspicion testing**

This type of procedure is performed only when supervisors have evidence to reasonably suspect an employee is under the influence of a policy-banned substance. A supervisor must directly observe the evidence include erratic behavior, absenteeism, tardiness, or poor performance and observing physical indicators, such as dilated pupils, a staggered walk, or an odor

- **Random testing**

Conducted without notice, this type of procedure can be an effective deterrent to substance abuse in the workplace. The company would create a random-selection process and test only those individuals selected. Random testing must ensure no bias in selection, meaning each employee has an equal chance of being selected, regardless of a recent selection. Random testing works well in conjunction with a pre-employment testing policy.