

**Engel Electric**  
**1514 West Fourth Street Sterling, IL 61081**  
**Drug and Alcohol Policy**

**Forward-----3**  
**Introduction-----4**  
**Drug and Alcohol Policy-----5**  
**Employee Statement of Agreement-----6**

**Drugs and Alcohol-Legal Issue: The decision for a company to develop a substance abuse (drug and(or alcohol) program involves complex legal issues. Nothing within this chapter is intended as, or implied to be, legal advice. Legal counsel or advice may be necessary to address specific legal aspects of your company's situation and needs. This chapter discusses general issues surrounding the development and implementation company drug and alcohol policy and program.**

# Drug And Alcohol Policy

---

## Forward

### Engel Electric

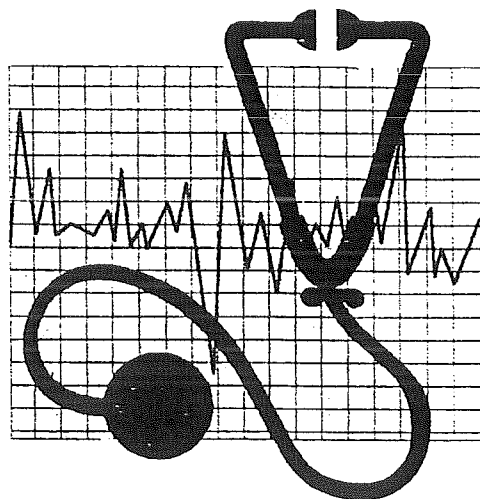
The proliferation of the use of alcohol and drugs in the workplace continues to concern both private and public sector employers. Yet, continued use of these chemicals and drugs is on the rise. Some labor unions and employees continue to hold to the outdated view that what an employee does when not working is not their concern.

The National Safety Council has determined that fully one-half of all fatal motor vehicle accidents involve the use of alcohol or drugs.

Unfortunately, in the workplace, many alcohol and drug related accidents go unnoticed, but to a Safety Manager, one drug and/or alcohol related accident is one too many. Drugs and alcohol have a direct impact on job site safety. Therefore, a drug and alcohol program/policy should be in place, implemented and enforced by all supervisors. The object of that policy should be to first redeem the employee. Every effort should be made in that direction.

OSHA Standards on drug and alcohol do not exist. We feel, therefore, it is the employers and employees responsibility to develop and implement a drug and alcohol program. It should be signed by all employees before work starts, and re-signed by all employees on a regular basis.

Engel Electric, promotes the following Drug And Alcohol Policy.



Engel Electric has a vital interest in providing and retaining a safe work place for all employees. Our work, by its very nature is a dangerous occupation, therefore, the Company and the Employee must do everything in their power to develop and enforce safe and sensible working rules.

A worker who is under the influence of drugs or alcohol, while on the job, poses a serious safety and health risk, not only to himself, but to those who must work with him. The unauthorized use or possession of, and/or trafficking in drugs or alcohol provides unacceptable risk for safe, healthful and efficient operations.

This policy is to guide management in the detection of unauthorized use or possession of, or trafficking in drugs or alcohol; and in providing assistance to Supervisors in giving assistance or for taking disciplinary action where appropriate.

It is not the intent of this policy to provide cost-free treatment or services for those employees who indulge in the consumption of or distribution of controlled substances. The Company will not bear the cost of such rehabilitation, unless specifically negotiated with the employee. Engel Electric, will make allowances and attempt to "hold" an employee's position for up to 45 days while an employee participates in a program of breaking free of drug or alcohol dependence, provided this is the employees "first offense".

Please read Engel Electric's Drug And Alcohol Policy very carefully and ask questions regarding anything you do not understand.



## Drug And Alcohol Policy

**It Is The Policy Of  
Engel Electric  
1514 West fourth Street Sterling, IL 61081**

1. To encourage all employees to first counsel with their fellow employees to seek help through professional organizations, and notify the employer of their problems.
2. To encourage all employees to report any illicit possession of, use of, or influence of: alcohol, drugs, or trafficking in drugs or alcohol.
3. Should an employee come to his/her Supervisor seeking rehabilitative help, Engel Electric, will work with the employee on a guaranteed confidential basis. Engel Electric will help to place the employee in a rehabilitative program. The employee may retain employment up to 45 days with the above named company during this rehabilitative period, provided this a "First Offense." The employee of the progress of the employee. This notification will include, but not be limited to, information regarding diagnosis, attendance, mental attitude and treatment prescribed.
4. As stated in the Company Safety Policy, NO EMPLOYEE will be allowed to remain at work after the use of drugs and/or alcohol. (see: "Company Safety Policy")
5. That, should an employee be found on the job under the influence of, or using drugs or alcohol, they may be terminated.
6. That, should an employee be found trafficking in drugs or alcohol while on Company property, or on a Company project, or while using Company owned or furnished vehicles or equipment, they will be terminated.
7. To discipline, up to and including the termination of, any employee whose job conduct or performance is considered unsafe, impaired or otherwise compromised due to drug or alcohol use.
8. Should an employee feel he/she is being unjustly accused, he/she has the right, under due process, to demand a test by a local hospital of his/her choice. Should the employer suspect, with just cause, that an employee is misusing a controlled substance, the employer will have the right to demand testing. The cost of this testing shall be borne by the requesting party.