



AAA Bodyworks

Drug and Alcohol Employee Policy

Effective Date: 1/23

Purpose

AAA Bodyworks is committed to creating a safe, healthy, and productive work environment for all employees. This Drug and Alcohol Employee Policy outlines our stance on the use of drugs and alcohol within the workplace and provides guidelines for employees to follow.

Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract workers. It covers all company premises, off-site work-related events, and any company-owned or operated vehicles.

Policy Statement

AAA Bodyworks strictly prohibits the use, possession, distribution, or sale of illegal drugs or unauthorized prescription medications on company premises or during work-related activities. Additionally, the consumption of alcohol during work hours, except in pre-approved circumstances, is not allowed.

Compliance

Employees are expected to adhere to all local, state, and federal laws concerning drug and alcohol use. Failure to do so may result in disciplinary action, including termination.

Prescription Medication

Employees who are prescribed medication that may affect their ability to work safely and effectively are required to inform their supervisor or the Human Resources department. We will make reasonable accommodations, if possible, to ensure their safety and the safety of others.

Drug and Alcohol Testing

AAA Bodyworks may conduct drug and alcohol testing for employees in the following situations:

- a. Pre-employment: All job offers may be contingent upon passing a drug and alcohol test.
- b. Reasonable Suspicion: If a supervisor has a reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee may be asked to undergo testing.
- c. Post-Accident: After any work-related accident or incident, employees involved may be required to undergo testing.

d. Random Testing: Periodic random drug and alcohol testing may be conducted for safety-sensitive positions.

Consequences of Violation

Violation of this policy may result in disciplinary action, up to and including termination of employment. In cases where legal action may be warranted, AAA Bodyworks will cooperate with law enforcement agencies.

Confidentiality

Information related to an employee's drug or alcohol test results will be kept confidential, except as required by law or necessary for disciplinary actions.

This policy is subject to periodic review and revision as needed. Employees are encouraged to seek clarification or assistance from the Human Resources department if they have questions about this policy.