



# EMPLOYEE NOTICE

NAME OF DEALERSHIP \_\_\_\_\_

## Policy on Alcohol, Illegal Substances and the Improper Use of Prescribed Drugs in the Workplace

### General Provisions

The company's policy is that our workplace is to be free of illegal substances, non-prescribed drugs, alcohol abuse and the improper use of prescribed drugs. Our employees cannot work safely and productively if they report for work while they are under the influence of alcohol, illegal substances, non-prescribed drugs or improper use of prescribed drugs.

Violation of the following work rules is grounds for immediate discipline up to and including discharge:

1. Possession or drinking of any alcoholic beverage on company property, including the parking lot, driveway, and in company or customer vehicles, at any time, including during breaks or lunch. Reporting for work while under the influence of alcohol.
2. Possession, use, distribution, purchase, sale or offering for sale of any illegal substance, non-prescribed drugs or the improper use of prescribed drugs on company property, including the parking lot and company or customer vehicles, at any time, including breaks or lunch. Reporting for work or working while under the influence of any illegal substance, non-prescribed drugs, or improper use of prescribed drugs. An employee whose ability to work is impaired by a drug prescribed for the employee by a physician and used by the employee as prescribed, will not be permitted to remain at work, but will not be disciplined.

Employees who are not actually on company property, but are performing work for the company, are expected to follow these work rules. Failure by any employee to comply with these rules while on company business off-site will be treated the same as if the employee were on company property.

### Workers' Compensation

Missouri's worker's compensation law allows for penalties against employees who use alcohol or non-prescribed substances. If the workplace injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances, workers' compensation and death benefits shall be reduced by **fifty percent (50%)**. If your use of alcohol or non-prescribed controlled substances is the proximate cause of the injury then any workers' compensation or death benefits will be forfeited.

### Post-Accident or On-The-Job Injury Drug Testing

Consistent with the requirement of the company's Workers' Compensation insurance carrier to establish a Drug Free Workplace at this dealership, an employee who is involved in an on-the-job accident or injury will be tested for alcohol, non-prescribed controlled substances, and the improper use of prescribed drugs, at the company's expense as part of the company's investigation into the cause of the accident or injury.

The company may require the alcohol and drug testing of any employee involved in an on-the-job accident resulting, in the company's opinion, in significant damage to personnel, materials, equipment, vehicles, or product. The company will also require the alcohol, non-prescribed substance or improper use of a prescribed drug testing of the driver or other employed occupants of any company or customer vehicle, or any other vehicle.

A refusal to comply with a directive to undergo an alcohol, non-prescribed substance, or prescribed drug test is insubordination. Discipline, up to and including discharge, is the penalty for insubordination. Additionally, if the employee refuses to take the post accident testing, the employee **forfeits** all workers' compensation benefits.

**Having been advised of the above-named dealership's Policy on Illegal Substances and the Improper Use of Prescribed Drugs and Alcohol in the Workplace, I fully understand that any violation of that Policy is grounds for immediate discipline up to and including discharge.**

Employee Name \_\_\_\_\_

Date \_\_\_\_\_