



Drugs, Alcohol, and Other Prohibited Behaviors Drug Free Workplace Policy

Because the type of work you will perform can result in serious injury if employees are not capable of focusing not only on their job task, but their surroundings and others with whom they work, it is the policy of Cypress Solutions LLC to hire only persons free from any evidence of illegal use of controlled substances or other drugs including alcohol.

With the exception of over-the-counter drugs such as aspirin or drugs prescribed by a physician, there will be no drugs or alcohol within the workplace setting. Alcohol and drug abuse cause an unacceptable level of safety hazard not only for the offending employee, but for others in the vicinity. Those found to be under the influence of drugs and/or alcohol will be immediately removed from the work area by the competent person and further disciplinary action will be taken.

Chemical dependency is a devastating problem for not only the employee, but also the employee's family and co-workers. For obvious safety reasons, it cannot be tolerated in the workplace. Those with such a problem should seek professional help.

Smoking

There will be no smoking except in designated smoking areas. There will be no smoking in the company vehicle. Under no circumstances will there be smoking during refueling of vehicles or within 50 feet of flammable materials.

Employee Acknowledgement Form

I hereby acknowledge and confirm that I have received and read the Cypress Solutions LLC Drugs, Alcohol, and Other Prohibited Behaviors Drug Free Workplace Policy. I understand and agree to comply with the policies stated in the Handbook. I understand that if I have any question about any program policy, I should immediately consult with the Supervisor, as any violation of the policies in this Handbook may result in discipline, up to and including termination.

Printed Name: _____

Position: _____

Signature: _____

Date: _____ **Last 4 of SS#** _____