BLACK WOLF
DRUG & ALCOHOL POLICY

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DRUG & ALCOHOL POLICY

BW-P2409

Abstract

This Document must be read only by all involved parties and implement its Protocols & Procedures accordingly

General Manager

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09/12/2024

BW-P2409

Drug & Alcohol Policy

Purpose:

The management of Black Wolf Security is committed to fostering a workplace environment where employee safety, well-being, and performance are prioritized. Our Drug and Alcohol Policy has been established to ensure a safe, efficient, and productive work environment free from the negative impacts of substance abuse.

Objective:

The goal of this policy is to eliminate the use of drugs and alcohol within the workplace, as these substances can negatively affect employee health, cost-efficiency, productivity, and safety. We aim to maintain a workplace where all employees can perform their roles effectively and safely, contributing to our organization's overall success.

Policy Statement:

It is strictly prohibited to buy, sell, consume, or possess alcohol or any illegal or controlled substances on company property, at work sites, or while conducting company business. This includes alcohol, illicit drugs, and any legal drugs or medications that impair performance or affect motor skills, unless the employee has received prior approval from their supervisor.

Testing and Screening:

- To ensure compliance with this policy and the safety of our employees, Black Wolf Security may conduct drug and alcohol testing in the following situations:
- Pre-employment: All conditional job offers are subject to a drug and alcohol screening.
- Post-Accident/Incident: Drug and alcohol tests may be conducted if an employee is involved in a work-related accident or incident.
- Reasonable Suspicion: Testing may be triggered if there is reasonable suspicion that an employee is under the influence of drugs or alcohol while performing their duties.
- Random Testing: Employees in safety-sensitive positions may be subject to random drug and alcohol testing.
- Return-to-Work: Employees who have previously tested positive or have been absent due to substance abuse will undergo testing before returning to work.

Medical and Visual Inspections:

In addition to the above-mentioned testing protocols, Black Wolf Security will implement the following procedures to monitor employee health and adherence to the Drug and Alcohol Policy:

- **Quarterly Medical Check-Ups**: All employees will undergo regular medical check-ups on a quarterly basis to ensure that they are fit for work and free from substances that may impair their ability to perform their duties. These check-ups will include drug and alcohol screenings.
- **Supervisor Inspections**: Supervisors will conduct periodic, unannounced visual inspections of the workplace during their scheduled visits. These inspections will be aimed at identifying any signs of drug or alcohol use, or any other potential safety concerns.

Prohibited Areas and Searches:

Employees must adhere to the following guidelines regarding company property:

- Company Vehicles & Property: All company vehicles, job site trailers, storage spaces, lockers, and rooms used for personal belongings are subject to routine and unannounced searches. These searches will be conducted to ensure compliance with the Drug and Alcohol Policy and to maintain a safe work environment.

Employee Responsibilities:

All employees are expected to:

- Comply with the Drug and Alcohol Policy at all times.
- Immediately report any incidents or observations of drug or alcohol use that could endanger themselves or others in the workplace.
- Attend and participate in any required medical check-ups or drug and alcohol screenings.
- Seek assistance if they are struggling with substance abuse or dependency. The company will offer support programs to employees seeking help.

Disciplinary Action:

Violations of the Drug and Alcohol Policy, including but not limited to testing positive for drugs or alcohol, being under the influence while performing duties, or possessing substances on company property, will result in disciplinary action. Actions may include:

- Termination of Employment: Immediate termination may occur for serious violations, such as possessing or distributing illegal drugs or alcohol.
- Suspension or Probation: In cases where an employee is found to be in violation but does not warrant termination, they may face suspension or be placed on probation, subject to further drug and alcohol screenings.
- Employee Assistance Programs: Employees who voluntarily come forward for help with a substance abuse issue may be referred to the company's Employee Assistance Program (EAP), and, in some cases, given the opportunity to return to work under a performance monitoring plan.

Yad Mohammed Rashid

General Manager