



## Drug and Alcohol Policy

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### **Policy Statement**

BBK Consulting, Inc. (the Company) is committed not only to being the industry leader to its customers, but also to providing a safe and thriving work environment for its employees.

Recognizing the potential negative effects of alcohol and drugs on an organization, in particular, the hazards that those individuals who abuse alcohol and/or drugs pose to themselves, their co-workers, the Company has implemented a drug and alcohol policy.

### **Purpose**

The purpose of this policy is to identify the Company's guidelines for alcohol/drug use while at work or at company-sponsored functions. In addition, this policy provides for the assistance of employees who voluntarily seek help for problems relating to alcohol and/or drugs, and educating employees on the dangers of drug and alcohol abuse.

The Drug and Alcohol policy applies to all employees of BBK Consulting, Inc. This policy may also be extended to subcontractors.

### **Definition**

For the purposes of this policy, the following are **prohibited**:

1. Being impaired by alcohol/drugs while at work.
2. The possession or use of illicit drugs and/or paraphernalia at Company functions, on Company premises, at Company worksites, or in Company vehicles.

### **Procedure**

Employees are not to report to work or be at work if they are impaired by alcohol or drugs. An employee who is taking legal medication (whether or not prescribed by a physician) which may affect or impair judgment, coordination or perception so as to adversely affect his/her ability to perform work in a safe and productive manner, must notify his/her supervisor prior to commencing work. The supervisor will determine whether the employee will be permitted to work or whether work restrictions will be applied.

It is the responsibility of all employees to ensure the worksite is safe at all times. If you are concerned about a co-workers ability to perform their job safely you are encouraged to notify your supervisor immediately.

Employees who are not capable of competently and safely performing their job duties will not be permitted to work and will be required to leave the Company premises/job site. When an employee, considered to be in an unfit condition, is requested to leave Company premises, transportation to his/her residence will be arranged by his/her supervisor.

The Company reserves the right to temporarily remove, reassign or suspend an employee pending a determination of the employee's fitness for work, assessment of a drug/alcohol problem, or completion of an investigation into a possible violation of this policy.

### **Commitment**

In addressing workplace safety risks caused by alcohol and drug use, our Company's priorities are to:

- Protect the health and wellbeing of our employees;
- Treat employees fairly and with respect;
- Provide assistance to employees when required;
- Protect the communities in which we operate;
- Answer questions and concerns about this policy as needed; and
- Meet regulatory requirements for providing a safe workplace;

### **Disciplinary Action**

Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

**An employee is strictly prohibited while on Company property or at a Company worksite, to use, consume, possess, distribute, sell or transfer:**

- Alcohol (unless contained in sealed (unopened) packaging, and secured in a vehicle for transfer to home or official Company-sanctioned event), or
- Drugs other than those prescribed to the employee by a physician
- Drug paraphernalia

### **Assistance Available**

Employees who have drug or alcohol problems are encouraged to seek assistance before performance problems (whether or not in violation of this policy) lead to disciplinary action.

On being approached by an employee for help in overcoming a drug/alcohol problem, the Company will put the employee in contact with the Washington Substance Abuse and Mental Health Services Administration (SAMHSA) 800-662-4357.

An acknowledgment by an employee of a drug/alcohol abuse problem will not be a cause for disciplinary action. Notwithstanding such, an employee's request for assistance will not be a defense to the imposition of disciplinary action where a violation of this or other policies/workplace rules has occurred.

The Company will exercise reasonable care and caution to maintain confidentiality relating to an employee's participation in a treatment program.

**Company-hosted Events – Outside our office**

From time to time, our Company may host events outside our offices or facilities, or other locations, at which alcoholic beverages may be available. During these events, the Company will:

Monitor alcohol consumption;

- Discourage over-consumption (e.g. issue drink tickets, offer unlimited complimentary non-alcoholic beverages, serve food);

Guests to any of these functions must:

- Limit personal consumption to reasonable amounts so that alcohol does not impair their ability to behave in a responsible manner;
- Continue to meet the requirements of the Work Rules established in this policy if they must return to work following the event; and
- Abstain from alcohol consumption if they are on scheduled call or otherwise considered to be at work.

Monitor alcohol consumption;

- Discourage over-consumption (e.g. issue drink tickets, offer unlimited complimentary non-alcoholic beverages, serve food);

**Company-hosted Events – Inside our office**

From time to time, our Company may host events inside our office. Alcoholic beverages will not be served at these events.

**Acknowledgment and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Drug & Alcohol Policy of BBK Consulting, Inc. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_