



## Alcohol, Drugs & Controlled Substances Policy

The following activities are strictly prohibited and will result in immediate termination:

Reporting for work under the influence of alcohol or drugs, "Drugs" are defined as any substance that is considerate illegal to possess or use under state or federal law.

The illicit use, possession, sale, conveyance, distribution or manufacture of illegal drugs or controlled substances in any amount or in any manner.

The use of alcohol on GPS Hospitality property in any amount or in any manner.

The abuse of alcohol or prescription drugs.

Any other use or possession, sale or transfer of alcohol or illegal drugs which is considered detrimental to the best interests of GPS Hospitality Company.

### Process

- If a manager has a reasonable suspicion that an employee has an alcohol problem or is a drug user, the manager should contact Human Resources. Human Resources will determine if reasonable suspicion exists, based on such factors as slurred speech, mood swings, absenteeism, job injuries, factual statements by witnesses, drowsiness or dizziness and impaired judgment or coordination.
- Once reasonable suspicion is determined to exist, it is the policy of GPS Hospitality to require the employee to submit to a urinalysis drug test prior to continue employment. In the case of reasonable suspicion testing, the employee will not be allowed to return to work until the drug test results are received. If the employee refuses to undergo the drug test, immediate termination will occur.
- If an employee is injured on the job and the injury requires medical attention, it is the policy of GPS Hospitality to require the employee to submit to a urinalysis drug test prior to continued employment. If the employee refuses to undergo the drug test, immediate termination will occur.
- All current employees who are being considered for a promotion must first successfully pass a urinalysis drug test. This requirement will be waived if the employee was drug tested as a result of promotion within the previous 12 months.
- Additionally, all external applications who are being considered as direct hires to any management position must first successfully pass a urinalysis drug test.
- If an employee who is being considered for promotion refuses to undergo the drug test, immediate termination will occur. If an applicant who is being considered as a direct hire for any position refuses to undergo the drug test, the application process will be terminated.
- All positive test results are reviewed and interpreted by a Medical Review Officer (MRO). If the initial drug screening reports positive for drug use, a gas chromatography test will be conducted using the existing urine sample. If the confirmation test is also positive for drug use, the MRO will contact the employee to conduct a medical interview.
- If the drug testing lab rejects the sample, the employee will be required to retest. If the employee refuses to undergo the retest, immediate termination will occur.
- If the MRO confirms a positive drug test result, the employee will be terminated and should be directed to whatever local drug assistance resources are available. The cost of such treatment must be borne by the employee, unless group health insurance benefits are available.
- The employee may elect to have the existing sample retested at their own cost. The employee must notify the MRO within 3 days of the confirmation of the positive drug test result. Additionally, the employee must present to GPS Hospitality cash or a money order in the amount of one hundred US dollars prior to the retesting of the existing sample.
- The testing of employees for drug use and the results of those tests must be held strictly confidential. Test results will only be communicated by Human Resources to the appropriate member of Management Committee or Executive. Failure to maintain the confidentiality of this information will result in disciplinary action.

## Workers' Compensation Policy

If you become injured on the job, it is our responsibility to bring you back to work as quickly as possible. It is important for you to understand your responsibilities in the event you are injured at work. Initial each of the following paragraphs in the blanks provided.

\_\_\_\_\_ I must report the injury to my manager immediately.

\_\_\_\_\_ I must go to a doctor or clinic listed on the Workers' Compensation Poster. This doctor or clinic will administer a urinalysis drug test.

\_\_\_\_\_ I must give my manager all bills, doctor's notes and excuses related to my workers' compensation injury.

\_\_\_\_\_ When my doctor releases me to return to work, I am required to return to work in the position approved by my doctor.

I have read the Workers' Compensation Policy and understand my responsibilities. I have read the Alcohol, Drugs and Controlled Substances Policy and understand that I may be required to submit to a urinalysis drug test. I consent to such test and to the releases of test results to representatives of GPS Hospitality or an affiliated company.

\_\_\_\_\_  
Employee Name/Store No.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date