

# Zero Tolerance Intoxicating Substance Policy

## DRUG AND ALCOHOL POLICY

### COWBOY CAB CO.

#### **Purpose**

To establish guidelines that ensure a safe, healthy and productive drug-free work environment for the employees of **Cowboy Cab Company, Inc.**

#### **Scope**

This policy affects and applies to employees, independent contractors and taxi drivers.

#### **Policy**

Being under the influence of a drug or alcohol while on the job poses serious safety and health risks to the public and to co-workers. Therefore, **Cowboy Cab Company, Inc.** has established the following policy to ensure a drug-free work environment:

**Cowboy Cab Company, Inc.** has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed.

Drug and alcohol tests may be administered pre-employment, re-entry, post accident, for causes or random.

A positive test result is any amount of alcohol or illegal substance as revealed by the test. The management will make the final decision as to a positive or negative test result. A positive test result will result in immediate termination.

Alternate types of tests may be conducted when two or more tests within twelve months are found to be inclusive or a situation warrants such tests.

Failure to submit to a drug/alcohol test when requested or leaving the test site without completing the test is grounds for immediate termination. Other behaviors will be considered a refusal; tampering with the specimen or not reporting for a drug test without a valid reason immediately following an accident.

Each employee will sign a statement of understanding that, as a condition of employment under grants providing funding for his/her position, the employee/independent contractor will abide by the terms of the drug free workplace statement and notify **Cowboy Cab Company, Inc.** in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

An employee/independent contractor may voluntarily come forward and ask for rehabilitation counseling. He/she would be suspended without pay until a Substance Abuse Professional could certify that the employee is fit to return to duty. Any

employee/independent with a substance abuse problem is encouraged to seek help through a professional qualified to provide such assistance.

### **Administration**

**Cowboy Cab Company Inc.**'s director of operations will administer this policy.