



DRUG AND ALCOHOL POLICY

The purpose of this Drug and Alcohol Policy is to foster a safe workplace that is free from harm and free of any accidents. This policy applies to all customers and employees of Lab at Armen's Barrels LLC ("Company"). This policy is effective as of July 1, 2021.

Company will conduct inspections on the working premises for the use of illegal drugs. Employees are expected to report to management immediately upon observing signs of illegal drug use or detecting suspicious activity of customer or other employee. Company will inform the authorized law personnel immediately for any criminal activities taking place.

WORK RULES

Whenever employees are working on company's premises or conducting company-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug.
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol.

Employees taking a prescribed medication must report to management before the shift starts. Company will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist and should be prepared to show content of the container when asked.

REASONABLE SUSPICION

The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business, is prohibited.

Employees are subject to testing based on observations by at least two people. Manager must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include odors (smell of alcohol, body odor or urine), movements (unsteady, fidgety, dizziness), eyes (dilated, constricted or watery eyes, or involuntary eye movements), face (flushed, sweating, confused or blank look), speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts), emotions (argumentative, agitated, irritable, drowsy), actions (yawning, twitching), inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, manager will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. **A member of management must transport the employee to the testing facility or arrange for a ride.** Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

BREACH OF DRUG AND ALCOHOL POLICY

Should the employee breach the provisions of this policy, he/she will immediately be terminated from the Company. Discover of any illegal drugs will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employee Name (print)

Signature of Employee

Date