

I. Introduction

Tervo Masonry is committed to providing a safe and healthy work environment for all employees. We believe that substance abuse can negatively impact the workplace and endanger the well-being of our employees. This Drug-Free Workplace Policy (the "Policy") outlines our expectations regarding employee behavior and the consequences of violating the Policy.

II. Prohibited Activities

The following activities are strictly prohibited:

- Using illegal drugs: This includes possession, sale, purchase, transfer, trafficking, or use of any illegal drug while on company property, during work hours, or while performing job duties.
- Misusing alcohol: This includes arriving or returning to work under the influence of alcohol to the extent that job performance is affected.
- Using, possessing, or distributing marijuana/cannabis on company property or during work hours: While Ohio law permits medical marijuana and cannabis use, Tervo Masonry prohibits their use, possession, or distribution on company property or during work hours.
- Possessing or being under the influence of any drug or alcohol: This includes illegal drugs, prescription medications used in a non-prescribed manner, and over-the-counter medications that impair your ability to safely perform your job duties.

III. Responsibilities

A. Management:

- Management is responsible for implementing and enforcing this Policy.
- Supervisors will be trained to recognize signs of substance abuse and to report suspected violations to the Drug-Free Workplace Coordinator.
- Management will conduct drug and alcohol testing as required by the Policy.

B. Employees:

- Employees are responsible for reading and understanding this Policy.
- Employees are expected to comply with all provisions of this Policy.

- Employees who have a substance abuse problem are encouraged to seek help through the Company's Employee Assistance Program (EAP).

IV. Drug and Alcohol Testing

A. Types of Testing:

- Pre-employment testing: All applicants for safety-sensitive positions will be required to undergo drug and alcohol testing.
- Random testing: The Company may conduct random drug and alcohol testing of all employees, including those in safety-sensitive positions.
- Post-accident testing: Drug and alcohol testing will be conducted after any accident that results in injury or property damage.
- Reasonable suspicion testing: The Company may conduct drug and alcohol testing when there is a reasonable suspicion that an employee is violating the Policy.

B. Testing Procedures:

- All testing will be conducted by a certified laboratory.
- Employees will be notified of the type of test being conducted and the procedures involved.
- Employees have the right to review the test results and to explain any positive results to the Medical Review Officer (MRO).

V. Consequences of Violations

Violations of this Policy may result in disciplinary action, up to and including termination of employment. The specific consequences will be determined on a case-by-case basis, taking into account the severity of the offense, the employee's work history, and any mitigating factors.

VI. Employee Assistance Program (EAP)

Tervo Masonry offers an EAP to provide confidential support and resources to employees with substance abuse problems. Employees are encouraged to seek help through the EAP before a violation of this Policy occurs.

VII. Medical Marijuana

Tervo Masonry complies with Ohio law regarding medical marijuana use. However, the use of medical marijuana is prohibited on company property, during work hours, or while performing job duties. Employees who use medical marijuana must do so in compliance with state laws and regulations and must not use it in a manner that impairs their ability to perform their job duties safely and effectively. Employees who use medical marijuana are required to disclose their use to the Company and provide documentation of their medical marijuana card.

VIII. Cannabis Use, Possession, or Distribution

Tervo Masonry complies with Ohio and Federal law regarding the use, possession, or distribution of cannabis. The company is not required to permit or accommodate the use, possession, or distribution of adult use cannabis that is otherwise in compliance with Chapter 3780 of the Revised Code. Consistent with that, the use, possession, or distribution of adult use cannabis is prohibited on company property, during work hours, while transporting, or while performing job duties. Employees who use, possess, or distribute adult use cannabis must do so in compliance with state and federal laws and regulations and must not use it in a manner that impairs their ability to perform their job duties safely and effectively.

IX. Confidentiality

All information related to drug and alcohol testing will be kept confidential. Only authorized personnel will have access to this information.

X. Training and Education

Tervo Masonry will provide annual training to all employees on the dangers of substance abuse and the requirements of this Policy.

XI. Amendments

Tervo Masonry reserves the right to amend this Policy at any time. Any changes will be communicated to all employees.

XII. Effective Date

This Policy is effective immediately.

XIII. Contact Information

For questions or concerns regarding this Policy, please contact the Drug-Free Workplace Coordinator:

Drug-Free Workplace Coordinator: Edward L. Bartlett Email: Ed@TervoMasonry.com
Phone: 814-504-6713