

EMPLOYEE NOTICE

DRUG FREE WORK PLACE

The **Pine Bungalows** is committed to a Drug Free Workplace for all employees. The manufacture, distribution, possession, sale or use of illegal drugs by the **Pine Bungalows** and its affiliated employees, on or off duty, is prohibited. This policy also prohibits working under the influence of an illegal drug or unauthorized controlled substance, including alcohol. Violation of this policy will result in disciplinary action, up to and including termination of employment.

Employees who suffer from alcohol and/or chemical dependence are strongly urged to seek rehabilitative treatment. To support these efforts, the hotel provides Employee Assistance Numbers where counselling and assistance on a strictly confidential basis can be found. Additionally, the company's health benefits provide coverage for both inpatient and outpatient treatment.

When rehabilitation from alcohol or chemical dependency is not successfully pursued, and job performance deteriorates to an unacceptable level, disciplinary action, up to and including termination of employment, will occur.

The **Pine Bungalows** program to ensure a drug free workplace includes standards that address drug testing and drug abuse treatment. Drug tests may be conducted on a pre-employment, reasonable cause, or post-accident basis. Employees who test positive or refuse to be tested will be subject to disciplinary action, up to and including termination.

This policy applies to all company employees.

I have read the above notice and agree to comply with Pine Bungalows Drug Free Workplace policy.

Employee Name (Print): _____

Date: _____

Employee Signature: _____