



DRUG AND ALCOHOL POLICY

Sound Generations is committed to a drug-free work place. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. The legal use of such medication is permitted on the job only if it does not impair your ability to perform your job effectively and in a safe manner that does not endanger you or others. Employees and Volunteers should determine from their physician or pharmacist whether any prescription drug you may be taking might impair your ability to perform your job safely and effectively. If the employee's or volunteer's performance may be so impaired, he or she should advise his or her supervisor so that reasonable accommodations can be considered.

Alcohol

Employees and volunteers are prohibited from using or being under the influence of alcohol while performing agency business for Sound Generations, while operating a motor vehicle in the course of business or for any job-related purpose, or while on agency premises or a worksite.

This policy does not prohibit the legal possession or use of alcoholic beverages at events authorized by management. Employees or volunteers who drink alcoholic beverages at authorized events are not to drink to the point of being under the influence. Employees or volunteers are prohibited from serving alcohol to others who appear to be under the influence of alcohol, or to those under the legal drinking age at management-sponsored events. An employee or volunteer who has become intoxicated at management sponsored events will be considered to be in violation of this policy.

Illegal Drugs (including Marijuana)

Sound Generations employees and volunteers are prohibited from using or being under the influence of illegal drugs, including "Medical Marijuana", while performing agency business or while on an agency facility or worksite. You may not use, possess, sell, purchase, manufacture, distribute, dispense, attempt to sell or be under the influence of any controlled substance or alcohol while in Sound Generations facilities, while operating a motor vehicle for any job-related purpose, while on the job, or while performing agency business.