

## DRUG-FREE WORKPLACE

The Company is committed to maintaining a safe, healthful and secure work environment for its employees, customers and visitors. Therefore, it is a violation of Company policy for any employee to use, possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs on the job or while conducting Company business off Company premises. Illegal drugs are those drugs defined as illegal under federal, state, or local laws and prescription medications not prescribed to the employee by an accredited physician or other certified health care provider. **Marijuana, even if prescribed under Illinois' medical marijuana law or purchased in accordance with Illinois' recreational marijuana law, remains illegal under federal law.** It is a violation of this policy for anyone to report to work under the influence of illegal drugs (including marijuana) or under the influence of alcohol. Further, employees shall not possess illegal drugs (including marijuana) or alcoholic beverages in the workplace or consume illegal drugs or alcoholic beverages in association with the workplace or during work time, except for the authorized consumption of alcoholic beverages at occasional social events or activities, which are sponsored by the Company. At those events, employees are expected to consume such beverages responsibly and in moderation.

The Company reserves the right to require a drug test as a routine part of any pre-employment, post-conditional offer. The Company also reserves the right to require a drug test for current employees if The Company has reasonable suspicion that the employee possesses or is under the influence of illegal drugs (including marijuana) or alcohol. Reasonable suspicion will exist if the Company has a good faith belief that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. The Company may also require an alcohol test based upon business necessity.

A positive drug or alcohol test result shall constitute misconduct in connection with work and may result in immediate suspension or termination of employment. Job applicants who test positive will have their conditional job offers withdrawn.

Employees experiencing problems with alcohol or other drugs are urged to seek assistance voluntarily to resolve such problems before they become serious enough to require management referral or disciplinary action. Successful voluntary treatment for alcohol or drug abuse will be viewed positively. However, treatment will not: (1) prevent normal disciplinary action for a violation that may have occurred; or (2) relieve an employee of the responsibility to perform assigned duties safely and efficiently.

The Company reserves the right to carry out reasonable searches of employees and their property, including but not limited to clothing, purses, backpacks, bags, and other personal containers. An employee who refuses to submit immediately to such a search may result in discipline, up to and including termination.

Any positive drug or alcohol test result, including results obtained through testing performed pursuant to requirements by the Department of Transportation, is grounds for disciplinary action, up to and including termination. If test results are confirmed positive, the employee will be given the opportunity to explain the positive result, and the employee's explanation will be considered when deciding upon a course of action. If the Company, in its discretion, decides to impose discipline less than discharge, continued employment will be subject to participation in counseling, and if recommended enrollment in and successful completion of an approved rehabilitation program.

An employee's refusal to take a drug or alcohol test constitutes a violation of this policy and is considered misconduct. Job applicants who refuse to submit to drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment. Tampering, or attempting to tamper with, specimens taken in connection with a drug or alcohol test constitutes a violation of this policy. Violations of this policy are subject to disciplinary action, up to and including termination, and may also have legal consequences.