



Drug-Free Workplace

Guiding Hands Coalition LLC is committed to maintaining a drug and alcohol-free work environment. The misuse of drugs or alcohol by employees is a threat to the safety of employees, our clients and the public, and is also likely to adversely affect the job performance. Accordingly, employees are strictly prohibited from possessing, buying selling, transferring, consuming, or being under the influence of any illegal drug, alcohol or marijuana while on company's property in a company vehicle, or engaged in company work, operations, job performance, or safety.

Any violation of this policy will result in discipline, up to and including immediate termination. Guiding Hands Coalition will deal with each violation in its discretion in accordance with its current policies and practices and the specific circumstances involved.

The company encourages employees with drug or alcohol problems to come forward and seek help. If you have a drug or alcohol problem and discuss it with management before it affects your performance or is discovered by management, the company will refer you to a treatment program and, depending on the circumstances, hold your job for your return, and will provide appropriate protections to job security within the applicable local.

Date: _____ Signature: _____