

## Drug and Alcohol Free Workplace

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### 1. Introduction

SKA is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily

### 2. Policy

SKA employees may not use, possess distribute, sell, or be under the influence of alcohol or illegal drugs while on SKA premises or while conducting any business related activity away from SKA premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others. If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

We have a drug-free awareness program to explain this policy to employees. The program gives information about the dangers and effects of substance abuse at work. It also explains the resources available to employees and what can happen if you violate this policy.

If you have questions or concerns about substance dependency or an abuse, you are encouraged to use the Employee Assistance program. You can also discuss these matters with your supervisor or the Human Resource Department to get help and referrals to community resources.

Under the Drug-Free Workplace Act, and as a condition of employment, employees must:

1. abide by the terms of this policy
2. notify SKA in writing of any conviction or a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction, and
3. sign this "Employee Drug Awareness Certification Form"

The Human Resource Department is responsible for notifying the contracting officer within 10 days after receiving notice of a violation or conviction of a criminal drug statute.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resource Department without fear of reprisal.