



METRO- SECURITY FORCE INC.

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DRUG AND ALCOHOL USE

It is METRO SECURITY FORCE INC 's desire to provide a drug free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on METRO SECURITY FORCE INC premises and while conducting business related activities off METRO SECURITY FORCE INC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The legal use of over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Operating company vehicles while taking any drugs, which may impair the driver's, performance is against the law and strictly prohibited. This includes, but is not limited to illegal drugs, alcohol, prescribed drugs and over-the-counter drugs (such as antihistamines, cough medications containing alcohol or codeine, etc.).

To inform employees about important provisions of this policy, METRO SECURITY FORCE INC has established a drug free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.