



Drug and Alcohol Policy

Purpose

In compliance with the Drug-Free Workplace Act of 1988, RCIL has a longstanding commitment to provide a safe, quality-oriented, and productive work environment consistent with the standards of the community in which the Agency operates. Alcohol and drug abuse poses a threat to the health and safety of RCIL employees and to the security of the Agency's equipment and facilities. For these reasons, RCIL is committed to the elimination of drug and alcohol use and abuse in the workplace.

Policy

Illegal drug use and alcohol misuse by employees and others poses unacceptable safety risks and undermines RCIL's ability to operate in a manner consistent with its mission and philosophy. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale, or use of any controlled substance or alcohol while engaged in RCIL business, whether in a facility, on the grounds, or off the premises, is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that it impairs the employee's ability to perform on the job or threatens the reputation of RCIL.

All employees are expected to not drink alcohol, use cannabis, or consume drugs for at least eight hours prior to coming to work. Employees should come to work bathed and presentable. Understand that the presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system while performing company business or while in a company facility is prohibited.

Any employee charged or convicted of a controlled substance, cannabis-related, or alcohol-related violation at any time (including pleas of no contest, i.e., nolo contendere) must inform both their supervisor and the Chief Executive Officer within one (1) day of being charged or convicted and of any disposition of such charge or conviction.

RCIL reserves the right to conduct employee alcohol and drug screening under the following conditions: pre-employment screening, post accidental testing, random drug testing, or testing when there is reasonable suspicion to believe a problem exists.

Notwithstanding the foregoing, this policy does not prohibit the legal, off-duty use of cannabis products off of RCIL's premises and during non-work time. That said, employees are prohibited from performing RCIL work while impaired by the use of cannabis; meaning the employee manifests specific articulable symptoms



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while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, or such specific articulable symptoms interfere with RCIL's obligation to provide a safe and healthy workplace, free from recognized hazards, as required by state and federal occupational safety and health law. In addition, RCIL reserves the right to take action with respect to an employee (including disciplining the employee, up to and including termination), for otherwise legal, off-duty use of cannabis products: (i) as required by state or federal statute, regulation, ordinance, or other state or federal governmental mandate; or (ii) when not acting would cause RCIL to be in violation of federal law or would result in the loss of a federal contract or federal funding.

This policy does not prohibit the possession and proper use of prescribed or over-the-counter drugs. If you are taking drugs prescribed by a physician, dentist or other licensed practitioner which could affect your ability to safely perform your job, you should consult with a practitioner or review dosing information to determine whether the medication could have an effect on your ability to safely perform your job. Report any work restrictions to your supervisor or to Human Resources. You are not required to reveal the name of the medication or underlying medical condition. RCIL will evaluate each situation on a case-by-case basis, consistent with the reasonable accommodation process. Any employee who cannot work safely and who does not advise RCIL may be subject to disciplinary action.

At its sole discretion, RCIL may require employees who violate this policy to successfully complete a drug and alcohol abuse assistance and/or rehabilitation program as a condition of continued employment.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination.