



Drug-Free Workplace Policy for Whiskers

Adopted: July 2, 2024

Policy Statement:

It is the policy of Whiskers to maintain a safe and healthy workplace that is free of the effects of drug abuse. This policy covers all employees while conducting Whiskers related business whether on or off Whiskers' premises and volunteers, vendors, and guests on the premises of Whiskers or at Whiskers related events or meetings. Violation of any part of this policy by an employee may result in corrective action, up to and including termination of employment.

Employees, volunteers, vendors, and guests of Whiskers are prohibited from the use, sale, dispensing, distribution, possession, manufacture, or being under the influence of drugs that are illegal under any federal, state, or local law, including marijuana, prescription drugs without a valid prescription, inhalants, or narcotic substances on Whiskers' premises, at Whiskers events or while conducting Whiskers related business, whether on or off Whiskers' premises. In addition, employees are prohibited from the possession, use or sale of illegal drugs because such activities adversely affect job performance, job safety, or Whiskers' reputation in the community.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this Drug-Free Workplace Policy to intentionally misuse and/or abuse prescription medications. Appropriate corrective action will be taken if job performance deteriorates, if the use of a substance prevents or is a contributing factor in causing the employee to not be able to fully perform their job, if accidents occur, or if the employee constitutes a threat to Whiskers' property or the safety of co-workers or others.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee or others, it is the employee's responsibility to use appropriate personnel procedures to avoid unsafe workplace practices.

Employees are required to notify Whiskers within five calendar days should they receive a conviction for a violation of a criminal drug statute in the workplace or a conviction for operating a motor vehicle while under the influence.

Vendors will be subject to penalties that may include loss of contract for violation of this policy. Guests will be subject to being barred from Whiskers activities, and volunteers will be subject to being removed from their positions and/or or further participation with Whiskers.