

READY4READINGBOOKCLUB
DRUG AND ALCHOL CONTRACT

DRUG-FREE WORKPLACE POLICY

Ready4ReadingBookClub intends to help provide in a safe and drug-free volunteer environment for other volunteers, children and below poverty families. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future volunteers with *Ready4ReadingBookClub*

Ready4ReadingBookClub explicitly prohibits:

The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on *Ready4ReadingBookClub* or customer premises or while performing an assignment.

Being impaired or under the influence of legal or illegal drugs or alcohol away from the *Ready4ReadingBookClub* or customer premises, if such impairment or influence adversely affects the volunteers work performance, the safety of the volunteer or of others, or puts at risk the *Ready4ReadingBookClub* reputation.

Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the *Ready4ReadingBookClub* or customer premises, if such activity or involvement adversely affects the volunteer work performance, the safety of the volunteer or of others, or puts at risk the *Ready4ReadingBookClub* s reputation.

The presence of any detectable amount of prohibited substances in the volunteer system while at work, while on the premises of the *Ready4ReadingBookClub* or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the volunteer

The *Ready4ReadingBookClub* will conduct drug and/or alcohol testing under any of the following circumstances at volunteers expense:

RANDOM TESTING: volunteers may be selected at random for drug and/or alcohol testing at any interval determined by the Company.

FOR-CAUSE TESTING: The Company may ask an volunteers to submit to a drug and/or alcohol test at any time it feels that the volunteer may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the volunteer person or in the volunteers vicinity, unusual conduct on the volunteers part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any volunteer involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any volunteer who potentially contributed to the accident or injury event in any way. You, and your heirs will completely inherit all legal fees, damages,punitive damages of all parties involved and pay all fees including High Desert Community Foundation.

DATE _____

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SIGN