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## **DRUG & ALCOHOL STATEMENT**

McDaniels Automotive Group has no tolerance for illegal drugs and alcohol because of their potential to negatively affect the safety, image and professionalism of the Dealerships. We therefore have a zero tolerance policy for illegal drugs and a zero tolerance policy for alcohol at the workplace.

Several triggering mechanisms can trigger a drug or alcohol test up to and including (but not limited to) the documented observation by an employee or client of an on duty employee in an impaired state, the occurrence of an on the job accident or an automobile accident in a company owned or client owned client owned automobile, the documented charge by an employee or client of the observation of a violation of the company's drug or alcohol policy, or the institution of a random drug or alcohol test program by Management.

Should drugs or drug paraphernalia be found in an employee's possession during work hours or should you be found to be under the influence of alcohol during work hours, the strictest possible disciplinary action will be taken. In the event an employee tests positive for illegal drugs or alcohol, they may choose to immediately challenge the test results at their own expense. From the time the company receives the results of the first test and the time it receives the results of the retest, that employee will be suspended without pay. Should results of the retest be negative, the company will reimburse the employee the cost of the retest, plus a reasonable amount of lost wages based on their average earnings. Should the Associate decline the screening, they may either be terminated or request consideration for a second chance probation. **A SECOND CHANCE IS NOT GUARANTEED!**

The Company may, at it's sole discretion, offer a second chance probationary period for Associates who fail a screening and

- have completed their 90 day probationary employment period,
- have not failed a Company screening in the past 3 years,
- have not been involved in an accident potentially related to the screening offense,
- have not been observed by Management to have been under the influence or in the possession of illegal substances, paraphernalia or alcohol at the job site,
- otherwise have an exemplary attendance and performance record in the time leading up to the screening,
- other extraordinary circumstances that Management may deem appropriate.

Any Associate on substance screening probation will be held to higher standards regarding attitude, attendance and work performance.

This probationary period will last 1 year, and will necessitate no less than 6 additional screenings throughout the period. The entire cost of the screenings must be borne by the Associate. The Company has sole authority to choose the testing company, location, timing and methodology of the testing. Failure on any of these screening will result in immediate discharge.

*Should an employee approach their supervisor with the admission of a drug problem and none of the above or other reasonable triggering mechanisms have occurred, that employee will be granted a reasonable amount of unpaid leave to pursue treatment. The Company itself does not offer assistance for substance abuse treatment programs.*

The Chief Operating Officer and the Dealer Principal have instituted criteria for random tests. The COO will select a suitable testing day and a random number of employees to participate in the test. Those employees will be notified only on the day of the test that they have been selected. Results of the test are to be forwarded Senior Management's attention

*McDaniels encourages questions or suggestions on all policies and procedures.*