

**AZTEC SHOPS, LTD.  
BOARD OF DIRECTORS**

**DRUG / ALCOHOL FREE WORKPLACE POLICY**

Purpose

Aztec Shops recognizes a responsibility to provide a safe and productive work environment for all its employees. Toward this end, Shops has formulated the following policy regarding substance abuse.

Prohibitions

Aztec Shops prohibits the unlawful manufacture, distribution, dispensation, possession, promotion, sale or use of drugs / and or alcohol, drug paraphernalia or look-alike (simulated) drugs while performing work for Aztec Shops, or while on Shops property or in Shops vehicles.

Aztec Shops expects each employee to perform at his/her best and in a safe manner. Shops employees must not report to or work under the influence of any drug or other substance which will in any way affect their work performance, alertness, coordination or response or affect their work performance, alertness, coordination or response or affect the safety of others on the job.

Medically Authorized Drugs

Any employee who is required to use medically prescribed or over the counter drugs while working, which may impair or affect the employee's alertness, coordination or responses, must advise his/her supervisor of this fact before reporting to work. It is the employee's responsibility to determine from the physician whether a prescribed or over the counter may impair his/her performance. Aztec Shops reserves the right to require any employee using prescription or over the counter drugs to provide a physician's certification that the use of the drug will not impair the ability of the employee to perform his/her job properly and safely.

Fitness for Duty Examination and Testing

Aztec Shops reserves the right to require that an employee submit to a physical examination or clinical testing procedures designed to detect the presence of drugs when there are reasonable grounds for believing that the employee is under the influence of or improperly using drugs in violation of this policy.

### Employee Assistance

Aztec Shops recognizes the importance of assisting employees in dealing with substance abuse problems. Employees, who voluntarily seek assistance for substance abuse before problems associated with such abuse come to the attention of Shops, will generally be permitted to continue to work provided that 1) a recognized treatment or rehabilitation program is followed; and 2) all standards of job performance and conduct are met. In some cases, temporary or permanent reassignment may be necessary. Employees who require time away from work to participate in a recognized treatment and/or rehabilitation program will be accommodated in accordance with Shops leave of absence policy. Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those people who have a need to know shall have access to such information. Information concerning treatment and rehabilitation programs is available from the Human Resources Manager.

### Disciplinary Action

Any employee who violates this policy in any way, or who refuses to cooperate with any respect of this policy, is subject to appropriate disciplinary action up to and including termination.

### Responsibility

The Human Resources Manager or designee is responsible for the administration of this policy. Supervisors are responsible for reporting any incident of suspected substance abuse to the Human Resources Manager or Division Director.