



## **Majestic Mountain Bookkeeping**

Payroll & Bookkeeping Services  
20325 N. 51st. Ave. Suite 134  
Glendale, AZ 85306  
(623) 687-9963  
www.rmpayroll.com

### **DRUG TESTING POLICY**

Majestic Mountain Bookkeeping is committed to supporting and promoting a safe and healthy work environment for all employees. Illegal drug or alcohol use jeopardizes this commitment and undermines quality product and service capabilities.

Majestic Mountain Bookkeeping has developed a policy which formally and clearly states that the illegal use of drugs and/or alcohol will not be tolerated. This policy was designed with two basic objectives in mind:

1. Employees deserve a work environment that is free from the effects of drugs or alcohol and the problems associated with their use.
2. Majestic Mountain Bookkeeping & Bookkeeping Services and the client company have a responsibility to maintain and support a healthy and safe workplace.

It is a mandatory policy of Majestic Mountain Bookkeeping that all employees be tested for drug use immediately (within 32 hours) after a work-related accident, injury or illness has occurred.

Majestic Mountain Bookkeeping has implemented the following policy:

1. It is in violation of company policy for an employee to possess, sell, trade or offer for sale illegal drugs or alcohol or otherwise engage in the illegal use of drugs or alcohol on the job.
2. It is in violation of company policy for an employee to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of company policy for an employee to use prescription drugs illegally in the workplace. It is the employee's responsibility to notify the employer if they are under the influence of any prescription drug that "may" affect the performance of their job. (Nothing in this policy precludes the appropriate use of legally prescribed medications.)
4. Violations of this policy are subject to disciplinary action, up to and including termination.

Any employee testing positive for a prohibited substance will be subject to termination and/or disciplinary action including mandatory enrollment and completion of a substance program at the employee's expense. In the event of a positive drug screen, it is the

employee's responsibility to report the use of all prescription medications and over-the-counter remedies to the Medical Review Officer at the time of drug screen.

Refusal by an employee to cooperate in the screening process, including the refusal to execute consent forms or the adulteration of a specimen, will be considered as a positive testing and is grounds for termination and/or disciplinary action. Any employee who tests positive and who believes the test was in error may request, at their own expense, a retest of the original specimen at a second federally certified laboratory. Majestic Mountain Bookkeeping must receive this request in writing within five (5) working days after the test subject has been informed of the confirmed positive test result.

The manufacture, distribution, dispensation, possession, and/or use of any prohibited substance, is strictly prohibited on company premises and/or while on duty. Any violation of this policy will result in termination and/or disciplinary action, including mandatory enrollment and completion of a substance abuse program at the employee's expense. Definitions of prohibited substances are as follows:

**Illegal Drugs:** "Illegal drugs" refers to any controlled substance, medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but not being used legally or is not being used for the purpose(s) intended by the manufacturer. Thus, "illegal drugs" may include over-the-counter medications, if they are not used for the purpose(s) intended by the manufacturer.

**Legal Drugs:** "Legal drugs" refers to prescribed or over-the-counter drugs that are legally obtained and used for the purpose(s) intended by the manufacturer.

**Company Property:** "Company property" and "company equipment, machinery and vehicles" refers to all property, equipment, machinery and vehicles owned, leased, rented or used by Majestic Mountain Bookkeeping & Bookkeeping Services and/or its Clients and employees.

**On Duty:** "On duty" refers to all working hours, as well as meal periods and break periods, regardless of whether on Company property, and all hours when an employee represents Majestic Mountain Bookkeeping and/or its Clients and employees in any capacity.

It is the responsibility of the company's supervisors to counsel employees whenever changes in performance or behavior occur. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employee to seek help and advise them about available resources for getting help.