



# Alcohol and Drug Policy

At Junel, we are committed to maintaining a safe, productive, and respectful work environment for all employees. This policy outlines our guidelines and expectations regarding the use of alcohol and drugs in the workplace.

## Policy Statement

It is our policy to prohibit the use, possession, distribution, or being under the influence of alcohol or illegal drugs on our premises, during work hours, or while performing work-related activities. This policy applies to all employees, contractors, visitors, and anyone representing Junel.

## Key Principles

### 1. Prohibited Activities

The following activities are strictly prohibited:

- Possession, consumption, or distribution of alcohol or illegal drugs during work hours.
- Reporting to work or performing work-related tasks under the influence of alcohol or drugs that impair job performance.

### 2. Prescription Medications

The appropriate use of legally prescribed medications is permitted if it does not impair an employee's ability to perform their job safely and effectively. However, employees are encouraged to inform their supervisors or HR about any medications that could potentially affect their work.

### 3. Reporting and Confidentiality

Employees who are struggling with substance abuse or believe a colleague may be impaired by alcohol or drugs are encouraged to report the matter to their supervisor or Human Resources. All reports will be handled confidentially and with sensitivity.

## Consequences

Non-compliance with this policy may result in disciplinary actions, up to and including termination of employment. We are committed to providing resources and support to employees who may need assistance in overcoming substance abuse issues.

## **Support and Resources**

We recognize that substance abuse can be a complex issue. We encourage employees to seek help if needed and offer access to the following resources:

- Confidential counseling services.
- Employee assistance programs.
- Information on local support groups and rehabilitation centers.

## **Compliance**

All employees are expected to adhere to this Alcohol and Drug Policy. By doing so, we collectively contribute to a safe and productive work environment.

## **Conclusion**

At Junel, we take the well-being of our employees seriously. Our Alcohol and Drug Policy reflects our commitment to maintaining a safe, respectful, and drug-free workplace. By following these guidelines, we ensure the safety of our employees, protect our company's reputation, and foster a positive work environment.

**For more information or to seek assistance, please contact our Human Resources department at [hr@junel.com](mailto:hr@junel.com).**