



Drug Free Workplace

STL is committed to providing safe and productive workplaces for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of STL while they are on company/client premises or elsewhere on company business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on company and/or client property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on company and/or client property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

Consistent with the rules listed above, any of the following actions constitutes a violation of the STL's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.
- Working or reporting to work, conducting company business or being on company/client property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Additionally, the use of tobacco products is not permitted anywhere on the company's premises. Employees working on-site at a client's workplace are expected to follow the client's policy regarding tobacco products. Employees must follow all rules posted in clients' designated smoking areas and adhere to all policies associated with this policy.

Any questions concerning this policy should be directed to the Human Resources department.