

CDI is committed to maintaining a safe, secure, drug-free, and healthful work environment.

The Policy

CDI prohibits all employees and non-payroll workers from consuming or being under the influence of alcohol, illegal drugs or controlled substances or engaging in alcohol- or drug-related activities while on CDI premises or work sites (including company and private vehicles parked or operated on CDI-owned, leased, or rented premises/work sites) or while conducting CDI business.

Employees are subject to disciplinary action for certain activities involving substance abuse while off CDI premises and work sites and/or during off-work hours.

This policy applies to all CDI staff and field employees as well as non-payroll workers (e.g. temporary service workers, consultants) while on CDI premises, work sites, or business. Where federal, state or local laws contain mandatory requirements which differ from the provisions of this policy, such legal requirements prevail in affected locations.

Key Terms

Some of the terms used in this policy are defined as follows:

- “Substance abuse” refers to the use of illegal drugs or controlled substances and the consumption of alcohol in quantities that renders an employee “under the influence.”
- “Illegal drugs” and “controlled substances” broadly refer to all forms of narcotics, depressants, stimulants, hallucinogens, and all other drug types whose use, possession, distribution, transportation, sale, purchase, or transfer is restricted or prohibited by law.

Note: Drugs prescribed by a physician or dentist and used by the patient in accordance with instructions are excluded from this definition, provided that the use of the prescription drugs does not result in the employee being “under the influence” as defined below.

- “Under the influence” of alcohol, drugs, or controlled substances is defined as the use of one or more of these substances to the extent that an employee is unable, in the opinion of management, to perform work in a safe, productive manner.
- “Alcohol- or drug-related activities” include:
 - 1) Use
 - 2) Possession
 - 3) Distribution
 - 4) Transportation
 - 5) Sale
 - 6) Purchase
 - 7) Transfer

“On Premises” Violations

Employees are prohibited from engaging in drug- or alcohol-related activities while on CDI premises, work sites, or business.

- Employees who violate this policy may be subject to criminal prosecution (where applicable) and will be subject to appropriate disciplinary action, up to and including dismissal.
- Activities involving controlled substances or illegal drugs are prohibited.
- Suspected illegal acts should be communicated to the Human Resources Department.
- The following activities/conduct involving alcohol are prohibited on CDI premises:
 - 1) Consumption
 - 2) Possession
 - 3) Distribution
 - 4) Transportation
 - 5) Sale
 - 6) Purchase
 - 7) Transfer

Note: The only exception is when, with approval of a Corporate or Business Unit Executive, moderate consumption of alcoholic beverages occurs at CDI-sponsored or business-related functions not held at a CDI facility and the employee is not under the minimum drinking age provided by state law. In these cases, under no circumstances should consumption of alcoholic beverages interfere with an employee's ability to perform business activities effectively.

“Off Premises” Violations

Employees are subject to disciplinary action for certain activities involving substance abuse while off CDI premises and work sites and/or during off-work hours.

- The consumption, possession, distribution, transportation, sale, purchase, or transfer of illegal drugs or controlled substances during these times is prohibited if, in the Company's judgment and at its sole discretion, such activity:
 - 1) Constitutes a direct threat to CDI employees or CDI property, or
 - 2) Affects any employee's job performance, or
 - 3) Generates either publicity or circumstances that adversely affect CDI or its employees.
- In addition, the use, possession, distribution, transportation, sale, purchase, or transfer of illegal drugs or controlled substances that constitutes an illegal act may be cause for similar discipline and should immediately be referred to Human Resources for investigation.

Warning Signs

Substance abuse is not always easy to recognize. Some common signs that might indicate a substance abuse problem are:

- Recurring Monday or Friday absences
- Repeated tardiness
- Sleeping on the job
- Slurred or incoherent speech
- Dilated pupils or “glassy” eyes
- Difficulty in walking
- Erratic behavior or mood changes
- Unusual or excessive conflicts with co-workers
- Loss of dexterity and/or inability to concentrate
- Negative changes in work patterns
- Negative changes in job performance
- Involvement in accidents coupled with some of the aforementioned signs

Employees, managers, and supervisors are not expected to diagnose the condition of substance abuse, but should an employee observe signs of substance abuse by another employee at the work place, the observations should be reported, as follows:

- If your immediate manager is available, immediately inform him or her of your observations.
- If your immediate manager is not available and the employee observed is from another department, contact the employee’s immediate manager.
- If neither of the above individuals is available, contact Human Resources and communicate your observations.