

Zero Tolerance Policy for Intoxicating Substances

Policy Statement:

At Nash Morgan Luxury Limo, we are committed to ensuring the safety and well-being of our clients, employees, and the general public. We have a zero tolerance policy for the use or possession of intoxicating substances by any employee while on duty. This policy applies to all employees, including drivers, administrative staff, and management.

Policy Guidelines:

1. Prohibited Substances:

- a. Intoxicating substances include, but are not limited to, alcohol, illegal drugs, and any controlled substances that impair judgment, coordination, or cognitive abilities.
- b. Prescription medications that may cause impairment are also included if their use is not accompanied by a valid prescription.

2. On-Duty Restrictions:

- a. No employee shall consume or be under the influence of any intoxicating substance during working hours or while operating a vehicle.
- b. This policy applies to all company premises, vehicles, and any off-site locations where employees are conducting company business.

3. Pre-Employment Screening:

- a. Prior to employment, all potential employees will be subject to a comprehensive background check, including drug and alcohol screening.
- b. Any indication of recent or ongoing substance abuse may disqualify an applicant from employment.

4. Random Testing:

- a. Random drug and alcohol testing will be conducted periodically to ensure compliance with this policy.
- b. Testing may be conducted on any employee, regardless of their role or tenure with the company.
- c. Refusal to submit to a random test may result in disciplinary action, up to and including termination.

5. Reasonable Suspicion:

- a. If there is reasonable suspicion that an employee is under the influence of intoxicating substances, they may be required to undergo immediate testing.
- b. Signs of impairment may include, but are not limited to, slurred speech, impaired coordination, the smell of alcohol or drugs, bloodshot eyes, or erratic behavior.

6. Consequences of Violations:

- a. Violations of this policy may result in disciplinary action, up to and including termination of employment.

- b. The severity of the disciplinary action will depend on the nature and frequency of the violation.
- c. Employees who have a substance abuse problem are encouraged to seek assistance through the company's Employee Assistance Program (EAP) or other appropriate resources.

7. Confidentiality and Privacy:

- a. All drug and alcohol testing results will be treated as confidential medical records and maintained in accordance with applicable privacy laws.
- b. Access to testing results will be limited to authorized personnel who need the information for legitimate business purposes.

8. Employee Education:

- a. All employees will receive training and education regarding the zero tolerance policy for intoxicating substances.
- b. Training sessions will provide information on the policy, its consequences, and available resources for assistance.

Nash Morgan Luxury Limo is committed to creating a safe and responsible working environment. Employees are expected to comply with this zero tolerance policy for intoxicating substances. Failure to adhere to this policy may result in disciplinary action, up to and including termination. By following this policy, we ensure the safety and satisfaction of our clients, maintain the integrity of our company, and promote a culture of professionalism and responsibility.