



## Substance Abuse Policy

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(Effective April 10, 2012)

In keeping with Fairhaven Solutions' commitment to provide a healthy, safe and productive work environment, all Fairhaven Solutions employees are prohibited from engaging in the unlawful manufacture, distribution, possession, use or being under the influence of a controlled substance and/or alcohol in the workplace, including Fairhaven Solutions' client and vendor premises. Fairhaven Solutions may authorize reasonable consumption of alcohol during certain company functions or activities. Any violation of the above provisions, or any other provisions set forth in this Policy, will result in disciplinary action, up to and including termination of employment.

As a condition of continued employment with Fairhaven Solutions, you agree to abide by the terms of this Policy; to notify Fairhaven Solutions of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after your conviction; and, if required by government regulations and/or client policies, to submit to approved screening procedures for use of alcohol and/or illegal drugs.

If you have any type of substance abuse problem, or if you must take any prescription medication that may affect your work performance, you should alert Fairhaven Solutions immediately. Any information you reveal will be considered confidential and will be released only on a need-to-know basis. Please be aware that Fairhaven Solutions provided health benefits may help cover the costs of substance abuse treatment programs.

The elimination of substance abuse will improve all of our personal and professional lives.