



## ***MEMORANDUM***

TO: All SMG and SAVOR... Employees

FROM: Corporate Human Resources

DATE: July 22, 2011

SUBJECT: SMG Alcohol Policy

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Recently there have been some concerns in our facilities regarding our alcohol policy. To help clarify, we have attached SMG's Drug and Alcohol Abuse Policy for your review. SMG also wants to reiterate certain points that may not be specifically included in our current policy but are imperative to keep in mind during your employment with SMG.

1. Drinking while on the job is strictly prohibited and SMG has a zero tolerance policy with those who are found drinking on site or while conducting SMG business; this includes but is not limited to drinking with a promoter, vendor, other SMG employees, client, etc.
2. This policy extends to any type of organized facility party i.e., holiday party, summer picnic, etc. Any employee determined to have provided alcohol to other employees may be subject to immediate discipline including termination. This includes requests from beer or other alcohol vendors to "taste" new products during working hours.
3. If you are of legal drinking age and choose to partake in the consumption of alcohol outside of working hours, please remember that even while not on the clock, you are still a reflection of your facility and SMG as a whole. Please drink responsibly while out in the community in which you work and conduct yourself in an appropriate manner at all times.

Thank you for your continued cooperation in this matter.



## Human Resources Policy & Procedure Manual

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### **DRUG & ALCOHOL ABUSE**

It is the desire of SMG to provide a drug-free, healthful and safe workplace. This policy is designed solely for the benefit of our employees, to provide reasonable safety on the job and to protect from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in satisfactory manner.

For the health and safety of every employee, the use, consumption, possession, distribution, dispensation, or sale of illegal drugs or drug paraphernalia, the abuse of legally prescribed drugs and the unauthorized use or possession of alcohol or inhalants on SMG premises or while on SMG business elsewhere is strictly prohibited.

If you are taking a prescribed medication that may affect your ability to work or to work safely, you should immediately notify your Supervisor. You also must submit a physician's note identifying the medication and its possible side effects. SMG reserves the right to temporarily reassign or alter your work responsibilities during the period that you are taking the prescribed drug.

### **SUBSTANCE ABUSE POLICY**

SMG recognizes both alcohol and drug abuse as potential health, safety and security problems. SMG expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

SMG prohibits the manufacture, possession, use, distribution, sale or purchase of non-prescribed controlled substances and intoxicants by employees on SMG premises and from working under the influence of alcohol, drugs, or other intoxicating substances. The only exception to this provision will apply to the moderate consumption and/or possession of alcohol on SMG premises by employees at SMG approved functions (e.g., off-site meetings, parties).

All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, he or she is expected to discuss it with his/her Supervisor before commencing work that day.



## Human Resources Policy & Procedure Manual

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### **continued SUBSTANCE ABUSE POLICY**

Any employee who is convicted of a violation of any criminal drug statute (including misdemeanors) shall notify the Human Resources Designee within five (5) days of the date of conviction. A conviction includes any plea or finding of guilty, any plea of “nolo contendere” and/or imposition of a fine, jail sentence or other penalty.

Any employee who violates this substance abuse policy will be subject to employee discipline, which may include termination, as covered under the Corrective Action Policy.

Employees who believe they may have an alcohol or drug abuse problem are strongly encouraged to use the Employee Assistance Program. Such contacts will be kept confidential except as required by law or the immediate health, safety, or security of the employee or others. The Employee Assistance coordinator can provide employees and supervisors with advice and referrals to treatment and rehabilitation programs. Some such treatment may be covered by the employee’s health insurance.

The Human Resources Designee should be consulted by a supervisor when there is reason to believe that an employee’s work performance has been impaired due to the consumption of alcohol, drugs, or other intoxicants. Depending upon the degree of impairment, the employee may be referred to the Employee Assistance Program or sent home for the day. The Corrective Action procedure should be implemented upon the employee’s return to work.

SMG retains full and final discretion on whether, when, and under what conditions an employee may be reemployed after an instance of substance abuse. Questions regarding this policy should be directed to SMG Corporate Human Resources.

### **Drug and Alcohol Testing**

An employee’s immediate Supervisor or his/her designee may require an employee to undergo testing to evaluate the employee’s fitness for duty if the Supervisor or his/her designee believes the employee is impaired, is jeopardizing workplace safety, or is not performing his/her responsibilities because of on-the-job intoxication or impairment.

“For cause” testing should not be implemented until the Supervisor or his/her designee has contacted the Human Resources Designee and has clear, supporting documentation detailing the situation justifying the “for cause” testing request. Refusal to submit to substance testing, as provided for in this Policy, will be considered insubordination and the employee may be subject to disciplinary action up to and including immediate termination.