

Drug Free Workplace

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A. SUMMARY

The Corporation is committed to providing a safe, drug-free, and alcohol-free work environment for employees.

B. APPLICABILITY

This Policy applies to the Corporation and all of its subsidiaries, divisions, and other business entities it controls worldwide.

C. POLICY

This policy will be administered in compliance with applicable law and regulations. These minimum standards may be supplemented on a local basis by any operating unit with a need to do so; however Corporate Office permission is required.

1. Each operating unit must implement and maintain a comprehensive employee drug and alcohol abuse education program. As part of that program, information is to be provided on the availability of Employee Assistance Programs where available.
2. Being under the influence of alcohol or other drugs on company property is prohibited. The use, possession, distribution or sale of illegal or unauthorized drugs on company property by employees or others is prohibited, as is the unauthorized use or possession of alcoholic beverages.
3. The referral of an employee for a medical evaluation to determine job fitness may include a drug/alcohol screening test. An employee whose drug/alcohol screening is positive will be referred to an available Employee Assistance Program.
4. Prior to their employment, applicants will be subject to screening for the presence of illegal or unauthorized drugs where resources for such screenings are available. A positive test will result in the withdrawal of any offer of employment.
5. Each operating unit is responsible for determining the applicability of and compliance with statutes such as the Drug Free Workplace Act and regulations by the U.S. Department of Transportation and Federal Aviation Administration which place affirmative obligations on covered employers to monitor substance abuse in the workplace.
6. Screening protocols must meet scientific and procedural standards approved by UTC and local and state law.

D. REFERENCES

- [Corporate Policy Manual - Section 13 - Employee Assistance Programs](#)

E. REVIEW

This Policy shall be reviewed at 2-year intervals following its issuance.