



**NOTICE
TO BE POSTED AT ALL JOB SITES AND ON
COMPANY BULLETIN BOARDS**

To: All LIFE, Inc. Employees
Re: Drug-Free Workplace Awareness Message
Date: February 1, 2019

POLICY:

LIFE, Inc. strictly prohibits any employee from unlawfully manufacturing, distributing, dispensing, possessing or using (including reporting to work under the influence of) illegal drugs, narcotics or alcohol in the workplace.

ACTION:

Any employee who violates any of the above policy will be immediately terminated from employment with LIFE, Inc. Valid prescriptions from a medical doctor are not included; however, you must report the use of legal drugs and narcotics to your immediate supervisor.

DANGERS:

The danger of illegal drugs, narcotics and alcohol in the workplace is enormous. Employees using drugs endanger their lives, the lives of others and cause physical property damage. A person's reaction time is slowed, thus causing potential safety hazards. Use of illegal drugs, narcotics and abuse of alcohol may also harm the health of the person taking the drugs.

COUNSEL AND REHAB:

If you are experiencing difficulty with drugs, narcotics or the abuse of alcohol, we urge you to voluntarily seek assistance through our health insurance plan. Otherwise, discovery that you are using illegal drugs or narcotics while employed by LIFE, Inc. or abusing alcohol while on duty by supervisory personnel will result in disciplinary action, up to and including termination.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Raynor".

Sharon Raynor
President