NISWONGER

FOUNDATION

Drug Policy

Drug abuse contributes to billions of dollars of lost productivity and thousands of work place injuries every year. Our Policy is to employ a work force free from drug abuse and the use of illegal drugs. The company takes drug abuse as a serious matter and will not tolerate it. It also discourages non-work place drug abuse. The use, sale or possession of drugs while on the job or on company property will result in disciplinary action, up to and including termination, and may have legal consequences. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to demand a drug test of any employee based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline including termination.

The company also cautions against use of prescribed or over-the-counter medication which can affect your work place performance. You may be suspended or discharged if the company concludes that you cannot perform your job properly or safely because of using over-the-counter or prescribed medication. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication which may affect your performance.

Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within 10 days after the conviction. The Niswonger Foundation will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug dependency. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

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EMPLOYEE AGREEMENT ON DRUG POLICY

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions. I am aware that violations of this guideline may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that I have responsibility to maintain a positive representation of the company and govern myself accordingly. Furthermore, I understand that this policy can be amended at any time.

Dated: _____

EMPLOYEE	NISWONGER FOUNDATION
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Print Name and Title	Print Name and Title