

DEALERSHIP DRUG & ALCOHOL POLICY

It is the policy of Livonia Mitsubishi (herein "Dealership") not to employ persons who possess, use, sell or traffic in illegal drugs or who abuse prescription drugs or alcohol. It is a violation of Dealership's position on drugs and alcohol for an employee to:

1. Operate any Dealership-owned or customer-owned vehicle while under the influence of drugs or alcohol,
2. Be in possession of illegal drugs or alcohol while on the premises or on duty,
3. Sell or distribute illegal drugs on or off the job, or
4. Work while under the influence of drugs or alcohol or with illegal drugs in one's system.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Dealership reserves the right to test employees for drug or alcohol impairment on a random basis or based on a reasonable suspicion that an employee is impaired. Violations of this policy will result in appropriate discipline up to and including discharge.

The purpose of this policy is to establish the company's objective of maintaining a work environment that is safe and conducive to high work standards and production. Information collected and prepared in association with this Policy and test results are inherently sensitive and will be treated as confidential to the extent feasible.

A. Employees who use, possess, or are under the influence of drugs and/or alcohol at work or on the company's premises present a hazard to themselves, the general public and other employees. In addition to the potential criminal and civil consequences of their conduct, these employees reduce productivity and hurt morale.

Therefore, possessing, using, distributing, or being under the influence of prohibited drugs while on the job or on Dealership property is cause for termination of employment. Unauthorized use or possession of alcohol, or being under the influence of alcohol while on the job or on Dealership property, may be cause for termination of employment. "Under the influence" is defined as the presence of alcohol, or drugs in a person's system. Dealership property includes, but is not limited to, any Dealership facility, parking lots, customers' vehicles and Dealership owned or leased vehicles and other equipment. Prohibited drugs include, but are not limited to, those set forth below in Paragraph E and any other controlled substance not prescribed for current treatment by a licensed physician.

B. If the Management of this Dealership has reason to believe that an employee is under the influence of drugs or alcohol or in its discretion randomly selects an employee, the employee will be required to immediately take diagnostic tests, including blood and/or urine tests, at the Dealership's expense and at an independent laboratory to determine alcohol and/or drug levels.

C. Testing for reasonable cause may occur under the following circumstances:

- (1) Upon reports of drug or alcohol use or abnormal or potentially dangerous behavior from police, customers or employees;

- (2) When visual observations of an employee suggest that he or she may be unfit or unable to perform his or her duties;
- (3) When Management has reasonable cause to believe that an employee is in possession of drugs or alcohol;
- (4) As part of a disciplinary probation for employees who have violated the company's drug and alcohol rules;
- (5) Following accidents or near miss incidents.

D. Employees may be subject to annual diagnostic tests, including blood and/or urine tests, to detect drugs or drug metabolites in the employee's system. The test will be given without advance notice but in no event more than once during each twelve (12) month period in the absence of reasonable cause.

E. An employee who violates this Policy or refuses to submit to any diagnostic test to detect alcohol and/or drugs or drug metabolites will be subject to disciplinary action, up to and including discharge.

F. An employee found to have blood alcohol concentration of five hundredths (.05%) percent or more shall, in addition to a five (5) working day suspension without pay, be placed on a two (2) year disciplinary probation and shall be discharged if he or she violates any provisions of these rules during the probationary period.

G. An employee may be discharged on the first offense if found to have detectable concentrations of heroin, cocaine, morphine, phencyclidines (PCP), hallucinogens, marijuana or any metabolites of any such drugs in his or her system, or any other controlled substances as

enumerated in MCLA 333.7101 et seq., as periodically updated.

H. If an employee is required to take a drug for medical reasons, he or she will be required to document that fact with an appropriate Doctor's note and provide a copy of the prescription.

1. The use of prescribed drugs or over-the-counter drugs which may adversely affect performance or behavior must be reported by the individual to his or her supervisor upon reporting for duty. Abuse of over-the-counter or prescribed drugs is prohibited.

1. An employee guilty of a first offense may, in lieu of discharge, be required to enter, at his or her own expense, an Employee Assistance Program, as developed by the Company. Employees required to enter an Employee Assistance Program shall receive a five (5) day working suspension without pay and shall be placed on disciplinary probation for a period of two (2) years. Employees on disciplinary probation will be subject to random testing during that period. Employees shall be retested at the conclusion of the suspension and shall be discharged if the test results are positive for drug or metabolite, an employee shall be discharged if he or she violates any provision of the rules during the probationary period.

K. Employees who recognize that they have a drug or alcohol problem and voluntarily seek assistance through the Employee Assistance Program will be given an opportunity to overcome the problem. This opportunity may be unavailable to employees once they have become the subject of an investigation of possible violation of this policy.

L. The dealership expressly reserves the right to change, modify or terminate this Policy at any time.

I have read and understand the above Policy and have received a briefing on the above Policy including the testing program, drug awareness and employee assistance.

(Print name)

(Employee signature)

(Date)

(Supervisor)

(Date)