



DRUG, ALCOHOL AND WEAPONS POLICY AND COMPLIANCE  
GUIDE

**VICC INTERNATIONAL**  
**DRUG, ALCOHOL AND WEAPONS**  
**POLICY AND COMPLIANCE GUIDE**

**I. Purpose**

This policy manual describes standard operating procedures and a code of conduct for the staff, employees, consultants, contractors, or agents (hereinafter “Employees”) employed either full-time or part-time by VICC International (“VICC”).

Title:	<b>Drug, Alcohol, Weapons Policy and Compliance Guide</b>	Policy #	004
Originator:	Office of Ethics and Compliance	Effective Date	April 1, 2022
Approver:	Chief Executive Officer	Revision	0

## **DRUG, ALCOHOL AND WEAPONS POLICY AND COMPLIANCE GUIDE**

1. Employees shall not be under the influence of, use, possess, distribute, or sell alcoholic beverages, or illicit or controlled drugs for which the person has no valid prescription, use, possess, distribute, or sell drug paraphernalia, or misuse legitimate prescription or over-the-counter drugs on or when performing services for VICC. Under the Influence means: (1) the presence of: (a) illicit or controlled drugs or mood or mind altering substances, (b) prescribed drugs that are used in a manner inconsistent with the prescription, (c) alcoholic beverages, or (d) metabolites of any of them in body fluids at or above the Blood Alcohol Content level of .20; and/or (2) the presence of any of those substances that affects an individual in any detectable manner. The symptoms of influence may be, but are not limited to, slurred speech or difficulty in maintaining balance.
2. All businesses that perform services under a contract with VICC will adopt their own policy to assure a drug and alcohol-free workplace.
3. VICC's Management will immediately suspend any employee whenever VICC suspects that individual of alcohol/drug use, or any time an incident occurs where drug or alcohol use could have been a contributing factor.
4. VICC's Management will investigate the circumstances of the incident and may take appropriate action. Upon a finding of a violation of Paragraph 1(a) the employee may immediately have their employment terminated.
5. VICC's Policy and its implementation shall prohibit employees from using, possessing, selling, manufacturing, distributing, concealing, or transporting any contraband, including firearms, ammunition, explosives, and weapons while engaged in the course of their duties as employees.
6. VICC may, without prior notice, VICC may search the person, possessions, and vehicles of employees while on overseas assignment pursuant to their employment with VICC. Any person who refuses to cooperate with such a search by VICC will immediately be dismissed and have their contract terminated.
7. All employees and contractors will comply with all applicable local and national laws, including the drug and alcohol related laws and regulations of the nation in which they are performing their duties. Any employees that violate local or national laws do so at their own risk.

I certify that:

1. I have received, read and understand the Drug, Alcohol and Weapons Policy (the “D/A/W Policy”) adopted by VICC. I understand that VICC’s Management are available to answer any questions I have regarding the D/A/W Policy.
2. I understand that any violations of the terms of the D/A/W Policy may result in disciplinary measures being taken, including immediate dismissal and termination of any existing contract “for cause”.
3. I will comply with the D/A/W Policy as long as I am an employee of VICC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_