

Policy Document	
Title: IN R/CCC EO Drug and Alcohol-Free Policy	To: Maximus Employees and Contractors
Department: Human Resources	Effective Date: June 1, 2022
Revision Time Period: Annually	Version Number: 1
Revision History	
Version	Approved Date and Reason
1.0	June 1, 2022 – Initial Release

Purpose: This policy establishes guidelines for prohibiting alcohol and drug use while located on Maximus or client property.

Policy: Maximus is committed to providing a drug-free, healthy, and safe workplace by fostering the well-being and health of our employees. It is a violation of policy for employees to abuse alcohol or illegally use drugs on the job; come to work under the influence; or possess, distribute or sell any controlled substances in the workplace. Employees must report to work in a fit and ready-to-work condition.

While on Maximus or customer premises and while conducting business-related activities off Maximus premises, no employee may:

- Use, manufacture, possess, distribute, sell, trade, or offer for sale any illegal drugs, including prescription drugs for which the employee does not have a valid prescription.
- Drink alcohol on the job, except as authorized under this policy at approved social-business functions.
- Report to work under the influence of alcohol or illegal drugs.

Employees may not use drugs or alcohol, as defined above, while on Maximus or client properties and while conducting business-related activities off Maximus premises. With reasonable cause, Maximus may conduct announced or unannounced searches for illegal drugs or alcohol on company premises. An employee's consent to a search (or investigation) is a condition of employment, and refusal to consent to, as well as fully cooperate in, a search or investigation may result in disciplinary action up to and including dismissal, even for a first refusal.

Maximus may require substance testing during the initial employment process and complies with the law mandating a drug-free workplace at companies with contracts and subcontracts with the United States government. All employees may be required to submit to drug and/or alcohol testing upon reasonable cause. Refusal to submit to such screening is considered insubordination. An employee who refuses a screening may be subject to disciplinary action up to and including termination of employment.

This policy establishes the expectation of a safe and productive work environment free from drugs, controlled substances, and alcohol for all employees. The purpose of this policy is to clarify the process and procedure around maintaining such a work environment, and it also serves to comply with the Drug Free Workplace Act. This policy applies to all employees affiliated with all business units, as well as any visitors or vendors while on U.S. Maximus properties.

Violations of this policy may lead to disciplinary action up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. The rehabilitation option may not be made available to employees whose violations involve serious misconduct, including, but not

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limited to, violent behavior and trafficking in controlled substances. Any criminal conduct may be reported to the proper authorities.

Maximus complies with all state and local laws regarding substance abuse.