



## **HCR ManorCare Policy Statement**

### **Drug-Free Workplace**

This is a formal statement of the policy of HCR ManorCare regarding the work-related effects of drug use and the unlawful possession of controlled substances on company premises. This policy is in accordance with the Drug-Free Workplace Act of 1988 which requires employers that sell, directly or indirectly, to the federal government to take specific steps designed to provide a drug-free workplace.

It is the policy of HCR ManorCare to maintain a drug-free workplace and take all reasonable measures to ensure that drug use or drug-related activities by employees do not jeopardize the safety of our operations or adversely affect our patients and residents, employees, the company or the communities in which we do business.

It is the policy of HCR ManorCare that reporting to work under the influence of alcohol or non-prescribed controlled substances and/or being involved in the unlawful manufacture, delivery, receipt, possession, distribution, dispensation, consumption, use or sale of illegal drugs or non-prescribed controlled substances on company premises or property or while conducting business for the company is prohibited and will result in disciplinary action against the employee involved, up to and including termination for a first violation.

Employees needing help in dealing with drug use or dependency are encouraged to use the company's Employee Assistance Program. In addition, employees must, as a condition of employment, abide by the terms of this policy and report within five days any conviction under a criminal drug statute for violations occurring on company premises or property or while conducting company business.

A handwritten signature in black ink that reads "Paul A. Ormond".

Paul A. Ormond  
Chairman, President and CEO