

COSI IS A DRUG-FREE WORKPLACE

In compliance with the requirements of the Drug-Free Workplace Act of 1988, P.L. 100-690, COSI has established the following policy concerning provisions of a drug-free workplace:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in Schedules I - V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) is prohibited in all of COSI's facilities.

As a condition of employment, each Team Member will:

- Abide by the terms of this statement.
- Notify COSI of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

COSI, as employer, will:

- Notify its federal granting and contracting agencies within ten (10) days after receiving notice of a conviction under Paragraph 2(b) above from a Team Member or otherwise receiving actual notice of such conviction.
- Within thirty (30) days of receiving such notice take either or both of the following actions:
 - Take appropriate disciplinary action against such Team Member up to and including termination. Lesser penalties may include, but are not limited to placement on probation, reduction in pay, and random laboratory testing for substance abuse.
 - Require such Team Member to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement, or other appropriate agency.

This policy will be posted on a COSI bulletin board in compliance with the Drug-Free Workplace provisions.

Team Members are encouraged to discuss any related concerns with a Human Resources Team Member, immediate Supervisors, Directors and/or Executive Leadership Team Members. Upon request, counseling is available through COSI's Team Member Assistance Program (TMAP) to assist Team Members in availing themselves of publicly available drug counseling, rehabilitation, or other assistance programs.