



**Everything Ice, Inc.**

## **Memo**

**To:** All Employees  
**From:** John Burley  
**cc:** Tim Elgin  
**Date:** December 30, 2014  
**Re:** Zero Tolerance – Under the Influence Policy

We are driving to elevate the quality and professionalism of the company. Doing so will benefit our customers, our employees and their families which depend on the success of the company for their livelihood.

The quality, discipline and responsibility of our employees must be improved. Starting January 1, 2015, Everything Ice will be enforcing a zero tolerance position for drug and alcohol use. We will be diligently monitoring drug and alcohol misuse in any aspect which could affect the job such as drinking within 8 hours of reporting to work, coming to work under the influence, or consumption of drugs or alcohol during the work day. Any signs that you are under the influence during working hours will result in immediate testing at Corporate Care, Inc. in Richland Township.

On or about February 15, mandatory drug testing will occur for all employees. Failure of the test will result in immediate termination (or suspension of employment if you enroll in a drug treatment program). A one-time rehabilitation option will be afforded to any employee which fails a drug test. Persons under the influence of drugs or alcohol at work will be terminated immediately.

This 6 week grace period is to permit all persons the opportunity to make a decision of what is really important to them. Do they care about using illicit drugs or alcohol in their private life more than they care about their job or caring financially for their families? If getting high is more important than caring for your own family, then you are not the type of people we want working for us. All of our families depend on the financial success of this company and we need a team dedicated to this purpose.

There will be no exceptions to this policy. Whether you have been working with us for 20 years or feel you are somehow special, you will be let go if you do not follow the rules.

Sincerely,

A handwritten signature in black ink that reads "John D. Burley". The signature is written in a cursive, flowing style with a large, prominent loop at the end of the last name.

John Burley  
Owner/President  
Everything Ice