

**CHARLOTTE REGIONAL REALTOR® ASSOCIATION (Association)
CAROLINA MULTIPLE LISTING SERVICES INC. (CMLS)
HOUSING OPPORTUNITY FOUNDATION (Foundation)
ALCOHOL POLICY**

Association/CMLS/Foundation sponsored events may be attended by Realtor® members, Affiliate members, CMLS Member Participants and Subscribers and, where applicable, invited guests. The Association/CMLS/Foundation reserve the right to ask any Realtor® member, Member Participant, Subscriber, Affiliate, or guest to leave the premises.

At events where alcohol is served a maximum of two complimentary drink tickets may be provided to each member and guest. At events where a bar is provided, attendees who wish to consume more than two alcoholic beverages will be allowed to purchase additional drinks. The Association/CMLS/Foundation reserve the right to refuse to serve alcohol to anyone in attendance. For each event where alcohol is served, the Association/CMLS/Foundation may have an insurance policy in force, which includes liquor or host liability coverage.

The use of alcohol by Association/CMLS/Foundation employees attending an association sponsored function will generally be permitted and each employee may be provided a maximum of two complimentary drink tickets. Employees may not consume more than two alcoholic beverages at any sponsored event. Employees are expected to exercise reasonable judgment at all times in the use of alcohol authorized under this paragraph.

Sponsors/vendors of Association/CMLS/Foundation sponsored events may provide and serve alcoholic beverages upon prior approval by the Association/CMLS/Foundation. If approved, alcohol may be provided and served only by a caterer or sponsor/vendor holding a liquor liability insurance policy and a valid liquor license/permit that allows said caterer or sponsor/vendor to serve alcoholic beverages. If possible, the Association/CMLS/Foundation shall be listed as an additional insured under said policy and shall obtain from said caterer an agreement in writing to indemnify and hold the Association/CMLS/Foundation harmless for any losses, including legal fees, resulting from the caterer's or sponsor/vendor's service of alcoholic beverages at the sponsored event. A copy of such agreement, certificate of insurance and/or valid liquor license/permit shall be submitted to the Association/CMLS/Foundation at least ten (10) days prior to the event. The Association/CMLS/Foundation reserves the right to approve or disapprove the dispensing of alcoholic beverages at any Association/CMLS/Foundation function.

Drug and Alcohol Policy

It is the intention of the Charlotte Regional Realtor® Association (Association) to provide a safe and productive work environment for all of its employees. Drug and alcohol use threaten the safety and productivity of the work environment. For this reason, the Association has adopted a policy of maintaining a workplace free of drugs and alcohol. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing, or selling alcohol or controlled substances, or having alcohol or controlled substances in your system without medical authorization during work hours on company premises, will be subject to appropriate disciplinary action, up to and including termination of employment.

An employee whose job performance or behavior indicates that he or she may be unfit for duty shall not be permitted to work.

Any off-the-job illegal drug use may also subject employees to disciplinary action if such use could adversely affect job performance or jeopardize the Association's interests or the safety of other employees or the public. Any employee convicted of improper use, possession or dealing in narcotics or other controlled substances may be discharged immediately.

Prescription Drugs Use

The proper use of medication prescribed by your physician is not prohibited. The Association does, however, prohibit the misuse of prescribed medication, which may affect the employee's job performance, such as by causing dizziness or drowsiness. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs job performance, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor.

Enforcement Policy

In order to enforce this policy and procedures, the Association may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of the physical premises, including, but not limited to work areas, personal articles, employees' clothes, desks, work stations, lockers, and personal and company vehicles, etc. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, to submit to screening or for failing to execute consent forms when required by supervision.

Investigations/Searches.

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, work areas, desks, purses, briefcases, tool boxes and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. The employee is hereby notified that locked areas or containers do not prevent a search and thus employees should understand there is no expectation of privacy on Association premises. Where the employee is not present or refuses to remove a personal lock, the Association may do so and shall compensate the employee for the lock. The Association may use unannounced drug detection methods.

Additionally, the Association may require a medical examination by a doctor, including diagnostic tests, as a condition of continued employment. If the use of drugs or alcohol is substantiated, the employee will be subject to appropriate disciplinary action, up to and including termination of employment. Any employee who refuses to consent to such tests may be disciplined by the association based on the information available and will be subject to discipline up to and including termination of employment.