

May 10, 2002

## **Drug-Free Workplace**

Snap-on is committed to providing a safe and drug-free workplace for all our employees. As a result, all employees must understand and observe the following terms and conditions of employment:

**? Illegal Controlled Substances are Prohibited:**

The unlawful manufacture, distribution, possession or use of a controlled substance, as defined in Section 812 of Title 21 of the United States Code, is prohibited in the workplace.

**? Notification of Convictions:**

An employee must notify Human Resources within five (5) calendar days after any conviction of a criminal drug statute violation occurring in the workplace.

Violation of these terms and conditions will result in disciplinary action up to and including immediate termination. Additionally, the Company, within its sole discretion, may ask the employee to start a voluntary rehabilitation program as a condition of continued employment.



Dale F. Elliott  
Chairman, President & CEO