



**Motor Carrier Attachment 7:
Walmart Fitness for Work Policy**

**Cranbury, NJ; 06/07/2014
HWY14MH012**

(2 pages)

SUBJECT: FITNESS FOR WORK
SECTION: ASSOCIATE CONDUCT
EFFECTIVE DATE: SEPTEMBER 27, 2000 †

POLICY

All associates must be fit for work. The actions and behavior of the Associate should be appropriate for a safe, comfortable work environment.

PROCEDURE

APPLIES TO

This policy applies to all Associates, full-time, peak-time, temporary, hourly or salaried

GUIDELINES

If an Associate's behavior or actions are inappropriate, or appears to present a danger to themselves or others, the facility Manager should contact the District Manager/Director of Operations or Regional Personnel Manager to discuss the detailed facts before any action is taken. After a thorough investigation of the situation has been conducted and reviewed by the Director of People for your Division and the Legal Department, a determination must be made whether the Associate is fit for work.

The Fitness for Work case must be reviewed with the Director of People for your Division and the Legal Department BEFORE the Associate is suspended or sent to obtain Fitness for Work evaluation.

The company may suspend the Associate and require a confidential evaluation of fitness for work by a qualified medical professional, unless prohibited by law. If speaking to the medical professional, the facility Manager's responsibility is to only provide detailed facts regarding the concern, not to ask for medical opinions or information. We should only provide information to assist the medical professional in the evaluation process. The evaluation will be conducted at the Company's expense. During the suspension from work, the Associate may use available income replacement benefits (i.e., illness protection, vacation, personal time, and salary continuance) according to policy for duration of two (2) weeks. After two weeks, if the Associate is still suspended, the remaining time away from work will be unpaid.

If an Associate refuses to submit to a Fitness for Work examination, they should be advised that failure to submit to the request will result in termination.

Prior to returning to work, the evaluating medical professional must certify in writing the Associate's ability to return to work, indicating the care and follow-up necessary.

Resources:

Personal Contacts: Regional Personnel Manager

Corporate Associate Relations

Legal Team 1-5 [REDACTED]

Drug Screening Department 1-5 [REDACTED]

Resources for Living 1- [REDACTED]