

Great Western Painting

Policy Statement

Drugs, Alcohol and Other Prohibited Behaviors

Prohibited Behaviors:

The use, bringing onto company property or job site, possession, concealment, transportation, promotion or sale of the following substances or items by any employee as well as our subcontractors and their employees of the below items:

- a. Illegal drugs, unauthorized controlled substances, look-a-likes, designer, synthetic or any other drug which may affect an employee's motor functions or alter a person's perception working
- b. Prescription drugs/over the counter medication except under the following conditions:
 1. The employee shall inform his supervisor prior to using any prescription drug or over the counter medication and receive written permission to possess such drug while working on the job.
 2. The prescription vial shall be labeled by the dispensing pharmacy and the label shall show the employees name, physician, prescription number, date the prescription was filled and the dosage rate. Prescriptions more than 30 days old will not be allowed.
 3. The over the counter medication will be in its original package or container.
 4. The employee may only possess enough medication for his normal shift.
- c. Alcoholic beverages.
- d. Firearms, weapons, explosives, and ammunition.
- e. Unauthorized items such as stolen property or drug paraphernalia.

As a means of enforcement, to the extent allowed by law, all employees will be subject to searches and inspections of their person, vehicle and personal effects for the presence of the above prohibited items.

Drug Free Work Place Policy:

Because the type of work we perform can result in serious injury if employees are not capable of focusing not only on their job task, and their surroundings, and others with whom they work, it is our policy to hire only persons free from any evidence of illegal use of controlled substances or other drugs including alcohol.

The involvement in the illegal manufacture, distribution, dispensing, possession or use of a controlled substance or other drug on company property or while performing company business will result in termination of employment.

While Drug-Free Workplace Act of 1988 does not apply to all employers, it does apply to employers who have received a Federal contract worth \$100,000.00 or more. Essentially, every state has some sort of incentive to have a drug free workplace, i.e., reduced workers compensation rates. We will comply with our state drug testing laws.

All supervisors will receive a minimum of 2 hours training in substance abuse detection.

Drug Testing:

Drug testing will be performed by certified laboratories and all results will be confidential.

Any analysis of specimens utilized to evaluate whether evidence of illegal controlled substance or other drug use exists will be confidential and remain confidential.

All initial drug tests will be paid for by our company.

Failure to pass an initial drug test will not be considered conclusive evidence of drug miss-use. A second test will be administered to ensure that a false reading has not occurred.

Further, all positive tests will be reviewed by a Medical Review Officer and the employee may consult with this officer before the results are provided to us.

The following five classes of drugs will be tested for:

1. marijuana
2. cocaine
3. amphetamines
4. opiates
5. phencyclidine (PCP)

When Tests Are Administered:

Job Application: All applicants for full or part-time employment must submit to a "job applicant" drug test. Refusal to participate in the drug test in the manner required, or a positive confirmed drug test result indicating the illegal use of a controlled substance or other drug will be a basis for rejecting the applicant.

Fitness for Duty: consistent with applicable law or regulations, an employee must submit to a drug test conducted as part of a routinely

scheduled employee fitness-for-duty medical examination. Additionally, this test will be given if there is a concern that an employee is incapable of performing his or her assigned duties.

Reasonable Suspicion: an employee must submit to drug testing when there is a belief drawn from specific objective and articulable facts and reasonable inferences that the employee is illegally using or has illegally used a controlled substance or other drugs. This will only be required upon the recommendation of a supervisor who has had training in this type of detection.

Random or periodic: conducted, as permitted by statute or regulation. These tests will be without cause, suspicion, detectable performance problems, or the occurrence of an accident, incident or safety violation.

Note: Laboratory Testing:

The selected laboratory will perform substance testing on blood or urine specimens in accordance with standards set forth by the National Institute for Drug Abuse. Employees may be asked by collection site personnel to indicate whether there is the potential that they will test positive for prescription or other substances. A consent form and information sheet will be provided. If the employee fails to provide an acceptable urine specimen, one of the following steps will be taken:

1. the employee's stay will be extended at the designated collection site, if feasible, until an acceptable specimen can be collected.
2. the test may be rescheduled due to unusual circumstances, i.e. post-operative situations.
3. the employee will be disciplined up to and including termination on the first offense for failing to cooperate or refusing to provide an acceptable specimen.

All positive urine specimen test results for employees on active status will be confirmed by standard laboratory procedures, generally gas chromatography/mass spectrometry (GC/MS), using a portion of the same specimen. In case of testing by means other than urine (i.e. breath or other samples), reliable laboratory or instrument testing procedures will be followed.

Note: Non-Lab Testing:

A visual one-step panel immunoassay for the simultaneous, qualitative detection of multiple drugs and metabolites in human urine may be used for the purpose of administering Random, Post Accident and For Cause drug screens in the field.

1. In the event of a positive reading, the specimen will be sealed and a chain of custody form will be completed and it will be sent to a NIDA certified lab for GC/MS analysis.
2. If the additional test results are positive, or if the employee fails or refuses to execute the Chain of Custody forms as directed, termination will result.
3. If the additional drug screen results are negative, the employee will be returned to work and compensated for time lost from the job.

Enforcement:

No search, inspection or drug test will be conducted without written consent. However, any employee who refuses to provide such written consent and fully cooperate with our policies will be subject to disciplinary action up to and including discharge from employment.

Under certain circumstances, disciplinary action may include a mandatory referral to and enrollment in an approved rehabilitation program at the employee's expense. This action may also require an indefinite suspension of regular employment.

An employee's job is not in jeopardy by reason of his voluntary admission to having a substance problem and request for help and referral to an approved rehabilitation program, provided there has been no prior violation of this policy, and the employee has not previously been through rehabilitation while employed with the company, and provided that **such request is made prior to, and well in advance of, any consideration of being tested under the provisions of this policy.** The cost of this rehabilitation will be at the employee's expense. The employee will be placed on a one time administrative leave, without pay, for no longer than 30 calendar days. Employees participating in this rehabilitation program will be subject to follow-up or "maintenance" testing for a 5-year period.

If the final result of a "random", "for cause", "post-accident" or "maintenance" drug screening is positive, the employee will be terminated from employment, and he may not then request rehabilitation. No terminated employee can be reconsidered for reemployment sooner than six (6) months following termination.

Any terminated employee who is subsequently rehired and later fails another drug screen will no longer be eligible to be reconsidered for employment under any circumstances.

Client Requirement:

In the event that our client has more stringent Drug Testing Guidelines, we will follow their guidelines when working for them.

Training:

Training will be provided to all employees using the attached reference materials:

Making Your Workplace Drug-Free

Division of Workplace Programs

Center for Substance Abuser Prevention

Substance Abuse and Mental Health Services Administrations

Patrick Evje
Safety Director

Great Western Painting
Employee Acknowledgement

I acknowledge I have received a copy of this Drugs, Alcohol and Other Prohibited Behaviors Policy and related procedures. I have reviewed this document and understand the conditions, limitations, restrictions, and obligations of compliance.

Print Name: _____

Signature Date: _____

Signature Witnessed By: _____

Print Witness Name: _____

Witness Signature Date: _____