

E 160 - WORK PLACE ENVIRONMENT

Policy:

The company has a vital interest in maintaining a work environment which promotes the health, welfare and safety of its employees. Being under the influence of drugs and/or alcohol poses unnecessary and unacceptable safety and health risks not only to the user but to all of those who work with him or her. The Company has enacted and will carry out reasonable measures for ensuring a drug-free and alcohol-free workplace.

The possession, transfer, manufacture, distribution, sale or use of drugs and alcoholic beverages is not tolerated by the Company and is inconsistent with its goal of operating in a safe and productive manner. Accordingly, no employee shall use or have in his or her possession such contraband on Company property or jobsites. Additionally, no Company employee shall report to work under the influence of alcohol or drugs. Any employee violating this policy will be subject to disciplinary action. In order to enforce this policy, the Company reserves the right to request persons subject to the policy to take drug and alcohol tests. Positive results from such tests shall be ground for disciplinary action. Failure to agree to a drug and alcohol test will be considered a violation of this policy and appropriate disciplinary measures will be taken as more fully described below.

The Company recognizes that chemical dependency is a serious health problem. The Company encourages all employees to seek assistance for such problems. All supervisors and those charged with administrating this policy will use every effort to maintain strict confidentiality. The Company considers adherence to this policy to be essential and therefore a condition of employment.

In order to prevent accidents and injuries and to provide the Company, employees with the safest possible working environment, it is the Company policy, to prohibit the use, sale, distribution, dispensation, manufacture, or possession of alcohol or a controlled substance on Company jobsites, on Company property, or during working time and to prohibit any employee from working for the company, while under the influence of or impaired by alcohol or any controlled substance.

Procedures:

Disciplinary Action:

Any employee found using, selling, distributing, dispensing, manufacturing, or possessing alcohol or any controlled substance, or who is under the influence of alcohol or has drugs present in his body system on a Company jobsite, in a Company vehicle, or on Company property, or during working time, except as prescribed or

authorized by a medical practitioner as described below, will be disciplined up to and including discharge.

Controlled Substance: Controlled substances are those substances listed on schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and in Part 40 and include the following: amphetamines, barbiturates, benzodiazepines, methaqualone and metabolites, narcotics and basic drugs, phencyclidine, other drugs of abuse, ethyl alcohol, and cannabinoids.

Authorized Use and Possession: The Company's policy prohibiting the use or possession of a controlled substance does not apply if the controlled substance is prescribed or authorized for the employee using or possessing it by a medical practitioner while acting in the course of his professional practice and such controlled substance is used by the employee at the prescribed or authorized dosage level, and approved by the prescribing doctor to be safe to perform the employee's duties.