

Section Name: CORPORATE POLICIES – EMPLOYEES
Section No: 2
Policy No: 2.7

Date: 08/06
Supersedes: 03

Subject SUBSTANCE ABUSE

The Company has a vital interest in maintaining safe, healthful and efficient working conditions for its employees, and in protecting Company property, equipment and operations. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks, not only to the user but to all those who work with the user, and may adversely affect the quality of our products and services. Therefore, the possession, use or sale of an illegal drug or alcohol in the Company "workplace" is prohibited. Additionally, the Company will not hire any applicant who fails the pre-placement substance-screening test.

The Company recognizes alcohol and drug dependency as treatable conditions, and encourages those employees who wish assistance in overcoming alcohol or drug abuse problems to seek such help through their Human Resources department or the Employee Assistance Program. Nonetheless, those who are found to possess, use or be under the influence of these substances in the workplace will be subject to appropriate disciplinary action up to and including discharge. The Company may also pursue legal prosecution and contact appropriate law enforcement agencies.

The purpose of this policy is to state the Company's philosophy with respect to substance use and abuse, provide management with consistent and practical guidelines for its administration when dealing with employees, and comply with all governmental regulations.

PROCEDURE

1. The Company may employ, but will not be limited to, the following means to determine whether alcohol or illegal substances are located on or are being used on Company property and whether employees are under the influence of alcohol or illegal substances during working hours.
 - Final candidates considered for employment (regular, part-time, and "temporary") will be required to undergo a substance-screening test.
 - A test will be required in any situation in which there exists reason to suspect actual or possible impaired job performance due to the use of alcohol or drugs.
 - An employee to whom an offer is extended for transfer or promotion to a "safety-sensitive" position will be required to undergo a substance-screening test.
 - An employee who is working in a "safety-sensitive" position will be required to undergo random substance-screening tests.
 - An employee who has completed treatment under an Employee Assistance Program as a result of a positive substance-screening test will be subject to random testing for a period of 12 months.
 - The Company will comply with all governmental testing and notification requirements (e.g., Department of Transportation regulations concerning truck drivers, government contract requirements)
2. Unit managers shall ensure compliance with this policy in accordance with its administrative guidelines.

For the purpose of this policy, "workplace" is defined as premises "owned, or leased by the Company. This definition does not include restaurants, hotels, or other public places. Approval may be given by a vice president, VP/GM or higher to permit alcohol to be served on Company premises for customer events, awards ceremonies, or other special events.

A "safety-sensitive" position is a position in which the employee's inattention to job duties or slow or inappropriate response to operating conditions can create or aggravate a situation which could result in disabling injury, loss of life, significant property damage, significant disruption of operations or significant environmental damage. Employees whose routine job responsibilities include the following will be considered to be in "safety-sensitive" positions: 1) operation or repair of moving or heavy machinery or equipment; 2) operation of a vehicle on Company business or operation of a Company-owned or leased vehicle for the employee's regular, personal use; 3) mixing of hazardous chemicals; or 4) designation as a member of a hazardous materials team. Each operating unit is required to identify those positions within each of its facilities that fall within this definition of "safety-sensitive" positions. The list of positions so identified shall be provided to any employee upon request.

Updates:

Human Resources

References:

U.S. Human Resources Policy Manual
Substance Abuse Administrative Guidelines