SECTION 5 - DRUG AND ALCOHOL POLICY

The Company is committed to providing a drug and alcohol-free workplace. This is the Company’s policy and it is consistent with its obligation as a federal contractor under the federal Drug-Free Workplace Act of 1988.

5.1 Rules

1. No Associate may manufacture, distribute, dispense, possess, buy, sell or use any alcohol, illegal drugs or controlled substances while on the job, during a meal or break period, or while on Company property (including parking lot and grounds). The penalty for this is discharge.

2. No Associate may report to work or be at work under the influence of alcohol or drugs. Violation of this will subject the Associate to discharge. Being under the influence will not excuse any other violation of Company rules or standards, under this policy or otherwise. Any positive drug test results and/or any blood alcohol level test at .02 or above will be treated as being under the influence for purposes of this rule.

3. The only exception to paragraphs 1 and 2 is for prescribed (for the Associate) or over-the-counter medication. However, even then, the Associate must notify the Company before starting work if the medications may impair his or her ability to do his or her job. Impairment is just as serious when caused by medication and failure to report potential impairments are subject to paragraph 2 of this section.

4. Anyone convicted of illegal trafficking drugs, or illegal conduct consistent with trafficking of drugs on or off Company premises will be discharged.

5. All Associates must report to the Company any drug conviction occurring during their employment no later than five (5) days after such conviction. Violation of this will subject the Associate to discharge.

6. Any refusal under this policy to take a test, to cooperate fully, or to sign the necessary papers when ordered to do so will result in discharge.

7. When there is reasonable suspicion that an Associate has violated this policy, the Company may inspect the Associate, the Associate’s locker, desk, and other Company property under the Associate’s control, and the Associate’s personal effects and vehicle on Company property. This does not limit the Company’s right to so inspect in other circumstances, when it has determined that it is in its business interests to do so. Refusal to cooperate will result in discharge.

8. A drug and alcohol problem will not excuse any violation of Company rules or standards, under this policy or otherwise, whether the Associate seeks treatment or not.

Associates are urged to seek professional help for a drug/alcohol related problem before disciplinary action is necessary. If any Associate seeks treatment before
violating any Company rule or standard, and the treatment requires that the Associate not work for a period of time, the Company may, at its discretion, grant the Associate a leave of absence, without pay. The leave will be subject to the terms of applicable health and disability insurance policies, if the Associate has coverage.

Any costs associated with treatment that are not covered by the Associate’s insurance will be the responsibility of the Associate. This leave will be conditioned upon receipt of reports from the treatment providers that the Associate is cooperating and making reasonable progress in the treatment program. The Associate will be permitted to return to work only if he or she passes a drug/alcohol test and has satisfactory medical evidence that he or she is fit for work.

9. Consistent with applicable law, the Company may require drug or alcohol testing randomly or under any of the following circumstances:

a. **Applicants.** Applicants will be required to pass a test to be considered for employment. An applicant who tests positive will not be hired at that time, but may reapply for employment after six months.

b. **There is reasonable suspicion of a problem.** The Company may test an Associate whenever it in good faith reasonably suspects that there is a drug or alcohol related problem.

c. **After a positive test result.** Any Associate who returns to work after a suspension or leave related to a positive test or otherwise related to drugs or alcohol may be tested at any time for the remainder of his or her employment.

d. **Post-Accident.** The Company may require a test whenever an Associate suffers, or might have contributed to, an on-the-job injury to person or property.

e. **Required by law.** The Company will test in any other circumstances required by law.