

NOTICE TO ALL EMPLOYEES, NEW APPLICANTS AND CONTRACTORS

This company is a
**DRUG & ALCOHOL-FREE
WORKPLACE**

(pursuant to 49 CFR Part 40 and 14 CFR Part 120)

All employees, contractors (at any tier) and
new applicants applying for, or currently performing,
covered positions will be required to undergo mandatory
URINE DRUG TESTING
and **ALCOHOL TESTING** by breath or saliva

COVERED POSITIONS

Flight Crewmember
Flight Attendant
Flight Instructor
Aircraft Dispatcher
Aircraft Maintenance and
Preventative Maintenance
Ground Security Coordinator
Aviation Screener
Air Traffic Controller
Operations Control Specialist

TYPES OF TESTING

Pre-Employment (optional alcohol)
Random
Reasonable Cause
Post-Accident
Return to Duty *
Follow-up *
* Directly observed per federal regulations

SUBSTANCES TESTED

Marijuana
Cocaine
Opioids
Amphetamines
PCP
OR THEIR METABOLITES
Alcohol

Notice: Pursuant to company policy, this company will require immediate re-collection on urine drug tests resulting as negative-dilute (where the creatinine concentration of the dilute specimen is greater than 5 mg/dL and less than 20 mg/dL) for the following types of tests:

- Pre-Employment Random Reasonable Cause Post-Accident
 Return to Duty (directly observed per federal regulations) Follow-up (directly observed per federal regulations)

For assistance and questions regarding drug abuse, alcohol misuse, or treatment you may contact the following sources: (Note: the below-listed sources are for informational purposes only and are not associated with, or paid for by, this company or Western Aeromedical Consortium.)

SAMHSA's National Helpline: (800) 662-4357 or www.samhsa.gov
National Suicide Prevention Lifeline: (800) 273-8255
www.niaaa.nih.gov www.drugabuse.gov www.mentalhealth.gov www.sapreferralservices.com

For further information regarding this company's FAA-mandated Drug and Alcohol Testing Program, please contact this company's Designated Employer Representative (DER)

SUBSTANCE ABUSE POLICY / CONSEQUENCES UNDER THE FAA RULE

TO: ALL EMPLOYEES, NEW HIRES/APPLICANTS AND CONTRACTORS

FROM: Company Management / Designated Employer Representative (DER)

This company is committed to providing reliable and safe service to our customers and a safe and productive work environment. An employee* shall not be involved in the unlawful use, possession, sale, or transfer of narcotics or drugs that may impair his/her ability to perform assigned duties or otherwise adversely impact this company's business. Further, an employee shall not possess alcoholic beverages in the workplace or consume alcoholic beverages during working time. This company is required to comply with the regulations set forth by the Department of Transportation (DOT) and the Federal Aviation Administration (FAA).

Consequences of Using Drugs/Alcohol While Performing Safety-Sensitive Functions: An employee who has engaged in prohibited drug and/or alcohol use during the performance of a safety-sensitive function will be immediately removed from performing safety-sensitive functions and is permanently precluded from performing that safety-sensitive function for a FAA-mandated employer.

Consequences of Receiving a Positive Drug and/or Alcohol Test Result: An employee who receives one (1) verified positive drug test result, and/or one (1) confirmed positive alcohol test result, on a FAA required test will be immediately removed from performing safety-sensitive functions. This company will take this action upon receiving a verified positive drug test result or confirmed positive alcohol test result, and this company will not wait to receive the result of a split drug specimen test, if ordered. An employee who has violated a FAA drug and/or alcohol regulation cannot return to the performance of safety-sensitive functions until or unless the employee successfully completes the return-to-duty process outlined in 49 CFR Part 40, Subpart O. Any employee who holds an airman medical certificate issued under 14 CFR Part 67 and violates the provisions of these rules will be reported to the Federal Air Surgeon. (14 CFR Part 120).

An employee who receives a second verified positive drug test or a second confirmed positive alcohol test result on a FAA required test will be immediately removed from performing safety-sensitive functions and may be permanently precluded from performing that safety-sensitive function for a FAA-mandated employer.

Consequences of Refusing to Submit to a Required Drug or Alcohol Test: An employee who refuses to submit to a required drug and/or alcohol test will be immediately removed from performing safety-sensitive functions. A verified adulterated or substituted drug test result will be considered a refusal to test and the employee will be immediately removed from performing safety-sensitive functions. This company will take this action upon receiving the verified adulterated or substituted test result and will not wait to receive the result of a split drug specimen test, if ordered. An employee who refuses to submit to a required drug and/or alcohol test or who receives a verified adulterated or substituted drug test result cannot return to the performance of safety-sensitive functions until or unless the employee successfully completes the return-to-duty process outlined in 49 CFR Part 40, Subpart O.

This company is required to notify the FAA within 2 working days of any employee who holds a certificate under 14 CFR Part 61, Part 63, or Part 65 and who has refused to submit to a FAA required drug and/or alcohol test. This does not apply to refusals to submit to pre-employment or return to duty tests, unless the collection process has already begun.

Performing a safety-sensitive function: an employee, including any assistant, helper, volunteer, barterer, or individual in a training status, is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, or immediately available to perform such functions. This includes full-time, part-time, temporary, and intermittent employees regardless of the degree of supervision. (14 CFR Part 120)

* The term "employee" includes an individual, volunteer, new hire/applicant, contractor/vendor (at any tier) and an employee, including any assistant, helper, barterer, or individual in a training status, that performs safety-sensitive duties that are regulated by 49 CFR Part 40 and 14 CFR Part 120. This includes full-time, part-time, temporary, and intermittent duties regardless of degree of supervision or compensation, as in a barter or volunteer agreement.