

INTERNAL DRUG ABUSE / ALCOHOL MISUSE IN THE WORKPLACE POLICY

TO: ALL EMPLOYEES, NEW APPLICANTS AND CONTRACTORS

FROM: MANAGEMENT / ADMINISTRATION

Implementation Date: IMMEDIATE

In compliance with the federal regulations of the U.S. Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA), the following policy and procedures concerning drug and alcohol testing for employees, independent owner-operator contractors, contractors and new applicants (hereinafter collectively referred to as “testable employees”) is the official policy of this Company. This policy mandates drivers (testable employees) with a Class A or B license and drivers (testable employees) of vehicles posted with hazardous material placards that are regulated by 49 CFR Part 382/383 of the federal regulations.

It is the intent of this Company to provide a drug and alcohol free working environment consistent with our duty to attain the highest possible degree of safety in the interest of the public and all our employees, as well as to satisfy federal regulations. Given the risks to all our employees, customers and the public if our testable employees in safety related positions are performing, or are attempting to perform, their duties while using or having used drugs and/or alcohol, the Company has adopted this policy regarding drug abuse and alcohol misuse.

All testable employees must pass all federally required drug and/or alcohol tests with a negative result. The testable employee will then be entered into a random testing program making them eligible for random drug and/or alcohol testing spread throughout the year. Any testable employee involved in the testing program who is selected for testing may not refuse to test. A refusal to test holds the same consequences as a positive result. A positive or refusal to test result will require immediate removal from safety-sensitive duties, will subject the testable employee to the federally required return to duty steps, and may subject the testable employee to disciplinary action up to and including termination of employment or contract.

All testable employees will also be subject to post-accident testing should they either cause or be involved in an accident which meets the criteria of post accident testing as determined by 49 CFR Part 382 of the federal regulations.

No employee, testable or not, shall use, sell or be intoxicated by any legal or illegal substance/alcohol that could impair their ability to perform non-federally regulated duties or safety-sensitive duties. If using a prescribed medication that may adversely affect the testable employee’s ability to perform safety-sensitive duties, they must advise this Company’s Designated Employer Representative (DER) prior to performing any safety-sensitive duties.

This Company reserves the right, on a case-by-case basis, to terminate or offer continued employment to any testable employee who has failed or refused to take a required drug and/or alcohol test. This determination may be made either before or after the testable employee’s evaluation by a Substance Abuse Professional (SAP), qualified per 49 CFR Part 40.281 and knowledgeable in Department of Transportation (DOT) rules and regulations. Expenses for all Substance Abuse Professional (SAP) evaluations, treatment plans and return to duty and follow-up testing will be incurred by the testable employee, unless arrangements are made otherwise. Contact this Company’s DER listed on the cover of the Employee Handout for any and all questions concerning the company’s Drug and Alcohol Testing Program and the Company policy relating thereto.

Devin Evers

Printed Name of Designated Employer Representative (DER)



Signature of Designated Employer Representative (DER)

NOTICE TO ALL EMPLOYEES, NEW APPLICANTS AND CONTRACTORS

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

(pursuant to 49 CFR part 40 and 49 CFR part 382)

All employees, owner-operator contractors, contractors, 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

Drivers with a Commercial Driver's License/Permit for Class A or B; and Drivers of a vehicle with a hazardous materials placard

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 FMCSA-mandated Drug and Alcohol Testing Program, please contact this company's Designated Employer Representative (DER)