

SUMMARY POLICY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

OUR COMPANY is committed to protecting the safety, health and wellbeing of all our employees, customers, vendors and all other individuals within our work environment. We see, almost daily, news reports and U.S. Government statistics of people being seriously injured or killed as a result of their own or another's substance abuse. We know that alcohol and/or drug use pose a significant threat to our employee's safety, our visiting customers and the general public. As such, we have decided to help safeguard our employees and increase workplace safety, from this known threat, by establishing this Drug Prevention & Employee Testing Policy. This policy strives to balance our respect for our employee's right to privacy, while keeping our desire, and legal obligation, to maintain a safe and drug free work environment.

APPLICABILITY:

This Policy applies to all employees, which shall include, but is not limited to, all contractors, sub-contractors, volunteers or any other person or entity conducting business on behalf of our Company. The Company has also adopted additional requirements, under its own independent authority, separate from D.O.T., which have been summarized below and within our extended Drug Prevention & Employee Testing Policy, available for employee review within our H.R. Department. In addition, this Policy shall include, as amended, DOT Regulation Title 49 CFR Part 40 & 382, as it relates to our "Regulated" employees.

POLICY & PROHIBITIONS:

The Company and all of our employees are required to follow the most stringent and controlling Federal, State and local laws, regulations and ordinances at all times. This includes the restrictions placed upon all citizens under the Federal Controlled Substance Act, even in States that have passed Medical/Recreational Marijuana laws permitting limited use. All employees, regardless of job assignment, are prohibited from engaging in the unlawful manufacture, distribution, possession, use, or be identified through testing, as having any detectable amount of a prohibited substance, including medical or recreational marijuana/cannabis, within their bodily system. This includes, but is not limited to, those performing, or at the controls of a CMV, or while standing in readiness to perform a Safety-Sensitive or any type of Safety-Related job function. Any violation of this Policy shall result in the immediate removal from duty and possible termination.

Further, any employee who is cited, arrested, convicted or found guilty by any U.S. Court, or has violated any federal, state or local law, regulation or ordinance relating to drug or alcohol misuse must report these facts to the H.R. Director within 24 hours. All employees are prohibited from the possession and/or use of any legal, illegal, prohibited, prescribed, over the counter medication or other substance that may cause any level of impairment or impair one's central nervous system (no matter how slight), such as change in one's mood, judgment, reasoning, vision, breathing, reaction time, clear thinking, hand-eye coordination, alertness or any other human motor or cognitive skill or function. It is a policy violation to have **"any detectable amount"** of an illegal or prohibited drug, mood altering substances or alcohol, at or above **.01% BrAC**, within your bodily system, while representing or perceived to be representing the Company (on or off-duty), or while on Company property, or while performing off-property duties, or while wearing the Company uniform/logo/insignia in any fashion, or while on any job related assignment or any job site. Further, no employee is permitted to consume any type of intoxicant, such as alcohol, marijuana or impairing prescription medication, within four hours of their assigned work shift or while on-call. It is a policy violation to refuse to test, use profanity, threaten violence, argue, insult, horseplay, raise your voice, delay, hinder or in anyway or manner interrupt or interfere with the sample collector. Sample tampering, such as adulteration, substitution or any other conduct deemed by the Sample Collector and/or the Company D.E.R. to be interfering with or delaying the testing or sample collection process is a violation of this Policy. This includes, but is not limited to: violence, threats of violence, argumentative or obstructive behavior toward the sample collector or support staff. Under our own internal Policy, any "Dilute", "Invalid", "Lab Unable to Test", "Interfering Substance Found", "Invalid" or any other abnormal test result reported by the testing lab will require immediate retesting via HAIR AND URINE, in order to rule out sample tampering. Prescription medication or Doctor authorized substance use must be reported to management, **prior** to entering or engaging in any type of hazardous work assignment, hazardous work environment, "Safety-Sensitive" or any "Safety-Related" job function. The name of the medication or reason for its use need NOT be disclosed. The Company may initiate the "Interactive Process" and may also require a "Safety-Sensitive" or "Safety-Related" employee or applicant to submit to a "fitness for duty" medical evaluation, should legally prescribed medication use be self-reported or reported by the Medical Review Officer.

CONSEQUENCES/DISCIPLINE:

Any employee in violation of this Policy shall be immediately removed from duty and subject to immediate termination.

DRUG & ALCOHOL AWARENESS TRAINING, PRINTED MATERIALS & EMPLOYEE ASSISTANCE:

Printed and electronic drug & alcohol education and prevention materials are available, free of charge, by visiting our authorized provider: The Foundation for a Drug Free World at: www.drugfreeworld.org or by call them at: **1-888-668-6378**.

Free government help and treatment referral services can be found at: www.samhsa.gov or by calling 24/7 at: **1-800-662-HELP** (4357).

SUBSTANCE ABUSE PROFESSIONAL (SAP):

A qualified S.A.P. can be found on-line at: www.saplist.com or by calling FORENSIC DTS at **(760) 770-6068**.

SUPERVISOR REASONABLE SUSPICION & D.E.R. TRAINING Options:

The Company offers Drug Recognition Training & Designated Employer Representative training, online to all of our Management and Supervisory personnel through our C/TPA at: www.fdti.com.

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DRUG & BREATH ALCOHOL TESTING:

Our Company may request, under its own independent authority, a single or combination of tests using urine, hair, fingernail, saliva, blood, breath or any other method to determine our employee/applicant's drug-free status. All urine samples will be collected and processed through FDTs, Inc. and their Department of Health & Human Services(DHHS)/Substance Abuse & Mental Health Services Administration (SAMHSA) certified labs. Our labs will test for the following substances, at a minimum: Amphetamines, Marijuana, Cocaine, Opiates, Heroin and PCP. Marijuana will be screened for the parent drug, not its metabolite. Any sample testing "Positive" on the initial screen will be automatically confirmed via GC/MS and/or LC/MS/MS. These findings, if positive, will be reviewed with the employee/ applicant by our Medical Review Officer(MRO). This will be the Donor's one and only opportunity to discuss the "Positive" findings with a Medical Doctor. Any private medical information should only be discussed between the Donor and the MRO (*not the Company or sample collector*). All D.O.T. mandated testing, if applicable, will be conducted in accordance with Title 49 CFR Part 40, with additional testing being conducted under the Company's independent authority.

PRE-EMPLOYMENT:

Pre-Employment drug testing will be required of all job applicants, who have been issued a conditional offer of employment. Current employees who are transferring from a Non-Safety Sensitive position, into a D.O.T. regulated or other "Safety-Related" position will also be required to submit to pre-placement testing, prior to transfer.

Additionally, any employee who has been removed from the Random testing pool, for 30 or more days, will also be required to submit to a new Pre-Employment test, prior to resuming work for the Company. D.O.T. Regulated applicants, if applicable, will also be required to consent to a three year "Release of Information" from the applicant's past employer and grant the Company full electronic access to their testing history, found within the Federal Department of Transportation's Commercial Driver's License Drug and Alcohol Clearinghouse Database.

REASONABLE SUSPICION:

Any employee, who the employer determines, based on a specific set of circumstances or facts, that would lead any reasonable person or supervisor to suspect an employee may be working in violation of any section of this written policy, or when an employee is believed or suspected to be working while under the influence or impaired in any way, will be required to submit to immediate drug & breath alcohol testing. The employee should not be directed to drive themselves home or to the testing facility. Instead the employee must be immediately removed from all "Safety-Sensitive" or "Safety-Related" duties and immediately transported, by a company supervisor, to FDTs, Inc. for testing. The employee must not be allowed to drive or perform any type of "Safety-Related" duty until the test results are reported back to the organization's Designated Employer Representative (D.E.R.) by FDTs, Inc. All supervisors are required to report any suspected violation, without delay, to the Company President or D.E.R. Reasonable Suspicion drug & breath alcohol testing must occur during compensated work time, within 2 hours of the observation.

RANDOM Drug & Breath Alcohol Testing:

All D.O.T. regulated "Safety-Sensitive" employees and company designated "Safety-Related" employees will be required to immediately submit, without delay, to random drug and breath alcohol testing, upon request of the Company. All random testing will only be conducted during paid work time and at a specific location, designated by the Company. Minimum random testing rates shall adhere to Title 49 CFR Part 382.

POST ACCIDENT Drug & Breath Alcohol Testing:

Any employee or group of employees, deemed by the Company, to be a contributing factor in any work related incident, will be required to immediately report the incident to management, then immediately submit to Post Accident Drug & Breath Alcohol testing, within TWO HOURS of the incident. Testing shall occur, if: Loss of any human life, or any person requires immediate medical treatment away from the accident scene, or any vehicle is required to be towed away from the accident scene. Non-DOT testing may also be required following damage to company or others property, which results in off-site professional repair. Important Note: Medical Treatment shall always occur first, and take priority over Post Accident testing. Management, Supervisors and other employees are prohibited from attempting to detour any employee from reporting a job related accident or injury.

DOT-FMCSA Drug & Alcohol Clearinghouse (D.O.T. Only):

All regulated applicants must register & create a "Driver Account" within the Clearinghouse, then give the company their electronic consent to run a "Full Query" prior to job placement.

All current drivers must provide their written consent for the company to run an annual query, as mandated under Title 49 CFR Part 382.701(b), then give the company their electronic consent within the Clearinghouse to run a "Full Query" should records be discovered during the annual query process.

ACKNOWLEDGEMENT OF RECEIPT

I agree to work under the above listed conditions of continued employment.

My signature below indicates my understanding and receipt of this Summarized Policy Statement.

PRINT Applicant/Employee's Name

Applicant/Employee's SIGNATURE

DATE