

DRUG PREVENTION & EMPLOYEE TESTING POLICY SUMMARY

Employee Acknowledgment of Receipt



Quick Summary

- Report to work fit for duty at all times.
- No drugs, cannabis, alcohol, or impairing medication while working or representing the Company.
- Testing will be required where permitted or required by law or Company policy.
- DOT-regulated employees must follow applicable federal requirements & Register within FMCSA Clearinghouse.
- Violations may result in discipline, removal from duty, denial of placement, or termination.

1 Policy Purpose

- The Company is committed to a safe, healthy, drug-free, alcohol-free & drug-safe workplace.
- This policy promotes safety, productivity, and compliance with Company, federal, state, local, DOT, CHP & CPUC requirements.

2 Applicability

- Applies to all employees, applicants, contractors, volunteers, DOT regulated employees, and others performing work on behalf of the Company.

3 Employee Responsibilities

- Report to work fit for duty & Remain drug/alcohol free.
- Remain free from impairment while on company property, assignment & while performing work duties.
- Comply with testing requirements, without delay.
- Notify management or the DER if medication or substance use may affect safe performance before hazardous or safety-sensitive duties begin.

4 Prohibited Conduct

- Working while impaired or under the influence of alcohol, drugs, cannabis, medication, or any substance that may affect safety, judgment, alertness, coordination, reaction time, or job performance.
- Working with any detectable of alcohol at or above 0.01%BrAC or illegal drugs within the bodily system.
- Possessing, using, selling, distributing, or manufacturing marijuana, alcohol, illegal drugs or impairing substances while working, on Company property, in Company vehicles, at job-sites, on call, or while representing the Company. This includes off-duty use while in Company uniform or within a company vehicle/equipment.
- Using, consuming, possessing or being impaired by cannabis while working or representing the Company.
- Refusing, delaying, obstructing, interfering with, tampering with, adulterating, substituting, or attempting to alter a required test sample or collection.
- Violating Company, federal, state, local, DOT, CHP, or CPUC requirements, to include LCA/SAP mandates.

5 Drug & Alcohol Testing Required

Testing Circumstances

- Pre-employment/pre-placement; reasonable suspicion; random; post-accident; return-to-duty and follow-up; and retesting after abnormal, invalid, dilute, lab-unable-to-test, tampered, or any other questionable results. See extended Policy for complete details.

Testing Methods

- Urine, hair, oral fluid/saliva, blood, breath, eye performance, or other lawful methods may be used alone or in any combination.

6 DOT / FMCSA Requirements

- DOT regulated employees are subject to DOT drug and alcohol testing rules outlined within Title 49 CFR Part 40, 382 & 391, to include similar state laws.
- SAP, return-to-duty, follow-up testing, and other federal requirements may apply, following a federal violation.
- Supervisors must complete one hour of drug training and one hour of reasonable suspicion training.
- DOT regulated applicants and employees must authorize required FMCSA Clearinghouse queries pre-hire and annually thereafter. Driver registration required.
- May not consume intoxicants within 4 hours of duty.

7 Violations and Consequences

Violations include:

- Positive test results; refusal to test; sample tampering or interference; working while impaired; possession or use of prohibited substances; failure to report required Rx/OTC usage; or failure to comply with applicable Company or regulatory requirements.

Consequences may include:

- Immediate removal from duty; denial of placement, assignment, or employment; disciplinary action up to and including termination; which may include additional consequences imposed by DOT, CHP, CPUC or SAP.

8 **Resources**

Resource	Website	Phone
Foundation for a Drug-Free World	drugfreeworld.org	1-888-668-6378
SAMHSA	samhsa.gov	1-800-662-HELP
SAP Directory	saplist.com	
FDTSI / Training	fdtsi.com	(760) 770-6068

Our Program Administrator: FDTSI | (760) 770-6068

9 **Federal & State Drug Free Workplace Requirements**

Our company has adopted both the federal and State Drug Free Workplace requirements, and hereby prohibit all employees from the unlawful manufacture, distribution, possession, or use of controlled substances at work. We further require that any and all drug and/or alcohol related convictions by reported to the D.E.R. within 3 calendar days of said conviction or case disposition. Reports must be made to the D.E.R. before resuming any duties for the company.

**Issue employee/applicant a photocopy
FILE ORIGINAL IN EMPLOYEE'S PERSONNEL FILE**

10 **Acknowledgement of Receipt**

I acknowledge that I have received and understand this Summary Policy Statement. I understand that compliance with this policy is a condition of employment or continued assignment, and that violations may result in removal from duty, discipline, denial of placement, or termination, subject to applicable law.

_____ Issue Date

_____ Applicant/Employee's **PRINTED NAME**

_____ Applicant/Employee's **SIGNATURE**

_____ Designated Employer Representative (D.E.R.) **PRINTED NAME**

_____ D.E.R.'s Phone & E-Mail

DOT-FMCSA CLEARINGHOUSE NOTIFICATION & EMPLOYEE CONSENT

DRIVER'S NOTIFICATION:

The U.S. Department of Transportation - Federal Motor Carrier Safety Administration's (DOT-FMCSA) Drug & Alcohol Testing regulation, outlined within Title 49 CFR Part 40 & Part 382 has required DOT regulated employees to give their new and current employers their written consent, so employers can access the employee's drug & alcohol testing records held within DOT-FMCSA Clearinghouse database. This is outlined within Title 49 CFR Part 382.701-727 and can obtained on-line at anytime. The Company has implemented these regulations into their Drug Prevention and Employee Testing Policy. Furthermore, the company has offered free computer and Internet access within the Company, so the employee may register as a "Driver" within the Clearinghouse. I hereby acknowledge the Company has adopted Title 49 CFR Part 40, 382 & 391 as Company Policy, as may be amended.

DRIVER'S WRITTEN CONSENT:

I am giving my voluntary consent to my perspective employer, current employer and their service agents to conduct a "Full Query" and/or a "Limited Query" of my personal data and information contained within the U.S. Department of Transportation - Federal Motor Carrier Safety Administration Commercial Driver's License Drug & Alcohol Clearinghouse database(aka:Clearinghouse), as permitted within Title 49 CFR Part 382.703(b). Furthermore, as a condition of my employment or continued employment, I hereby give my full and free consent for my perspective employer, current employer and their service agents to conduct a Full or Limited query at anytime.

**DRUG & ALCOHOL
CLEARINGHOUSE**

_____ Issue Date

_____ Applicant/Employee's **PRINTED NAME**

_____ Applicant/Employee's **CONSENTING SIGNATURE**