



DRUG AND ALCOHOL POLICY NON-DOT



Scope

This policy is applicable to all Veracity Field Services employees. If subcontractors are used they are required to comply with their company policy that must equal or exceed this program.

Testing Requirements

Pre-Employment/Post-Offer Testing of Individuals

Drug and alcohol testing will be given to all individuals prior to employment. Testing must be given before initial assignment.

Random Drug and Alcohol Testing

Drug and alcohol testing will be administered at random times. Employees will be chosen through an unbiased selection process.

Drug and Alcohol Testing for Reasonable Cause as Determined by a Company Official (or Other Person Considered Competent)

If a company official or competent person has determined that there is reasonable cause or suspicion that an individual is performing work under the influence, then that individual will be required to submit to a drug and alcohol test.

Post Incident Testing

Veracity Field Services shall administer drug and alcohol tests to any employees involved in a work-related incident. All employees involved in a work-related incident will be required to submit to a drug and alcohol test.

Drugs Being Tested For

The names of the drugs being tested for include:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine

Records

Veracity Field Services must ensure that it will maintain appropriate records for as long as we have a contract with a client and then for 3 years after the termination of the contract. Examples include:

- Chain of custody forms
- Alcohol testing forms
- Signed acknowledgment/consent forms



Policy

Any employee or subcontractor on duty or on Veracity Field Services property who possesses, sells, receives, is impaired or is determined to have measurable levels of any alcohol or illegal drug in their blood or urine (no matter the amount), post drug/alcohol screen, will be subject to immediate disciplinary action or contract dismissal.

We have a Zero Tolerance policy. ANY violation to the policy will result in the permanent removal of the employee from Veracity Field Services or our client's premises. Veracity Field Services does not have a return to duty process and any employee or subcontractor violating this policy will be permanently banned from Veracity Field Services or client property.

Drug and alcohol testing will be performed when there is reasonable suspicion or reasonable cause to suspect the employee of being under the influence of a prohibited substance. The employee(s) or subcontractor(s) removed for reasonable cause testing will not be allowed to return to work until receipt of a negative drug and alcohol test is received.

Alcohol testing must be performed by a breath, blood or saliva (with breath confirmation) test.

Drug and alcohol testing will be performed after an accident or incident.

Employees receiving unacceptable test results will not be allowed to work on Client/Host sites or facilities. Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

If an employee or subcontractor returns to work following an absence of more than 90 days a return to work screening shall occur. Follow up drug screening shall be applied when appropriate as determined by management.

Veracity Field Services must ensure that all employees who will be working on our client's jobsite must have received a negative result on a drug within the past 12 months.

Veracity Field Services prohibits the misuse of prescription or over the counter medications. Some types of medications could have undesirable effects, and these can create a safety risk and endanger the employee and others. Employees must notify his/her supervisor if taking a medication that might impair their ability.

Periodically, unannounced inspections will be made of persons entering or leaving Veracity Field Services work sites by authorized Veracity Field Services representatives. Entry onto Veracity Field Services or client property is deemed to have provided consent to an inspection of a person, locker, vehicle or any other personal effects. Our clients have the right to conduct unannounced searches of your personnel and property and any employee who refuses to cooperate with the searches shall be removed from our clients' property.

Any refusals to submit to a drug/alcohol screen will be treated as a positive test, resulting in immediate contract dismissal or disciplinary action, up to and employment termination. The subcontractor or employee refusing to



submit to the test will be asked to sign a refusal document. If they refuse to sign the document, it will be noted and kept on file.

All results are treated with confidentiality. The switching or adulterating any urine, blood or any other samples is a violation of this policy.

If another subcontractor or employee comes to management with concern regarding another subcontractor or employee in reference to alcohol or substance abuse, we will treat that with discretion and confidentiality. We will pursue investigation and decide accordingly whether a drug and or alcohol screen is the appropriate step to take.

All subcontractors and employees are subject to the policies explained above. This policy is to be posted at the Veracity Field Services Solution Center located at: www.veracityfieldservices.com.