

ALCOHOL, FIREARMS AND CONTROLLED SUBSTANCE POLICY

A. OBJECTIVE

It is the objective of Eagle Industrial Instrumentation to:

1. Promote, provide and maintain a safe working environment for its employees and employees of its affiliates or subsidiaries.
2. Protect Eagle Industrial Instrumentation property.
3. Cooperate with customers in their efforts to establish a safe, drug and alcohol free work environment.
4. Comply with contractual obligations and existing Federal regulations.

B. COMPANY PREMISES

For the purpose of this Policy, the term “Company Premises” refers to Eagle Industrial Instrumentation, its affiliates or subsidiaries and includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, truck and other vehicles and equipment – whether owned or leased. This policy also includes any other work location, parking lots or mode of transportation to and from locations while in the course and scope of company employment and/or business.

C. POLICY STATEMENT

Being under the influence of drugs and/or alcohol, or possessing any firearms while working or while on Eagle Industrial Instrumentation premises is strictly prohibited. The unauthorized use, possession, sale, transfer, storage or manufacture of illegal substances or drug paraphernalia; the abuse of legal drugs; or the unauthorized use, possession or sale of alcoholic beverages by an employee of Eagle Industrial Instrumentation is strictly prohibited. No Eagle Industrial Instrumentation employee will report to work, enter company premises, or conduct company business under the influence of illegal/controlled substances or alcohol. “Under the influence” means:

- A sufficient amount of a substance is in the employee’s system to produce a positive test result
- The employee is exhibiting erratic abnormal behavior posing a risk to the employee and/or others.

Compliance to this policy, including consent to searches and medical testing, is a condition of employment. Employees have the right to refuse to cooperate with Eagle Industrial Instrumentation medical testing and search requirements.

However, refusal to permit such searches and/or medical testing will be grounds for termination. Each employee will be asked to read and sign Eagle Industrial Instrumentation “Drug and Alcohol Test Consent” release form.

1. Illegal drugs, unauthorized controlled substances, look-a-likes, designer and synthetic drugs (including the presence of any detectable amount in the employee while working), and any other drugs or abnormal substances which may affect an employee's senses, motor functions or alter a person's perception while working are strictly prohibited.
2. Alcoholic Beverages - under no circumstances will alcoholic beverages be brought onto company property or consumed while on Eagle Industrial Instrumentation premises.
3. Drug paraphernalia and other unauthorized items may not be brought onto company premises under any circumstances.
4. Firearms, Weapons, and Ammunition may not be brought onto Eagle Industrial Instrumentation premises under any circumstances.
5. Prescription Drugs - except under the following conditions:
 - a) Employees shall have a valid medical prescription for any prescription drugs. If this medication can/does impair the employee's performance, the employee will immediately notify his/her supervisor or alternate member of management.
 - b) The medication shall be in the employee's name in the original vial and have the doctor's name and prescription number on the label.
 - c) Each prescription shall not be older than one year of the date issue.
 - d) Employees shall only possess enough medication for the normal work shift.

NOTE: EAGLE INDUSTRIAL INSTRUMENTATION, SHALL RESERVE THE RIGHT TO HAVE AN OUTSIDE PHYSICIAN DETERMINE IF A PRESCRIPTION DRUG OR MEDICATION INHIBITS EMPLOYEE PERFORMANCE. EAGLE INDUSTRIAL INSTRUMENTATION SHALL RESTRICT THE USE OF ANY SUCH DRUG OR MEDICATION WHILE ON EAGLE INDUSTRIAL INSTRUMENTATION PREMISES OR CONDUCTING COMPANY BUSINESS. THIS SHALL ALSO INCLUDE RESTRICTING THE EMPLOYEE'S WORK ACTIVITY OR PRESENCE AT THE CUSTOMER'S WORK SITE.

D. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program will include displaying/providing a list of community service hot-line numbers, and distributing informational material on drug use, chemical dependency and Eagle Industrial Instrumentation Alcohol, Firearms and Controlled Substance policy.

All Management and supervisory personnel who will determine whether an employee should be tested for prohibited drug use based upon reasonable cause will receive a minimum of sixty (60) minutes of training. This training will provide instruction on the specific and contemporaneous physical, behavioral and performance indicators of probable prohibited drug use.

All employees will participate in an informational session structured to give the participants; (1) an understanding of the effects/consequences of substance abuse/dependency on personal safety, health and work environment, (2) an understanding of the substance abuse regulations (DOT, USCG), and (3) Eagle Industrial Instrumentation's Alcohol, Firearms and Controlled Substance policy.

All Employee Assistance Program training will be documented and kept on file.

E. ACKNOWLEDGMENT

Employees shall be required to sign Eagle Industrial Instrumentation "Alcohol, Firearms and Controlled Substance Policy" acknowledgment form stating that the employee has read and understands company policy and that compliance with policy is a condition of employment. The acknowledgment statement will be kept in the employee's personnel file.

F. DRUG TESTING PROCEDURE

Personnel may be tested for drugs and/or alcohol by any accepted method to include but not limited to urinalysis and/or blood testing.

1. During the pre-employment physical.
2. Upon reasonable suspicion of the possession, use or transportation of illegal drugs or alcoholic beverages.
3. When any injury, accident or incident occurs that may create reasonable suspicion that drugs and/or alcohol may have been involved.
4. Refusal to take a test for the presence of drugs and/or alcohol will result in disciplinary action to include termination.

G. PRE-EMPLOYMENT PHYSICAL

1. Tested for drugs and/or alcohol.
2. Hearing test.
3. Back X-ray.
4. Applicant must fill out a standard job application form.