

# M&P VENTURE PARTNERS DEMOLITION, LLC

DEMOLITION ♦ SALVAGE ♦ CRUSHING ♦ RECYCLING  
A Veteran Owned Company  
7215 NORTH 62<sup>ND</sup> AVENUE ♦ GLENDALE, AZ 85301  
OFFICE: (602) 455-4700 ♦ FAX: (602) 415-1805  
AZ ROC LICENSE #K57-281029

## EMPLOYEE SUBSTANCE ABUSE POLICY

M&P Venture Partners, LLC is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. To achieve these goals, M&P Venture Partners, LLC must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug free environment for our employees, customers, and subcontractors.

The company is prepared to help and support employees requesting assistance in dealing with drug or alcohol problems. In addition, M&P Venture Partners, LLC is in compliance with and supports Arizona state laws regarding the possession and consumption of alcoholic beverages.

### POLICY REQUIREMENT

1. The use, possession, sale, or transfer of an illegal drug by any employee on company premises, in the performance of company business, or at company sponsored events, is strictly prohibited.
2. The use of any legally obtained drug by any employee while performing company business or while on company premises or jobsites is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's job performance, or the company's regard or reputation in the community. Employees who have been informed or have discovered that the use of a legal drug may adversely affect job performance or behavior are to report such drug use and possible side effects to senior management.
3. Possession, distribution, or consumption of alcoholic beverages while on the premises of company jobsites is not permitted except at official events and those served must be 21 years of age or older.
4. The use of alcohol by employees while conducting company business, attending company sponsored business or social functions, or otherwise representing the company off company premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the company's regard or reputation in the community.
5. The presence in specified amounts (producing positive test results) of any illegal drug or alcohol in an employee's system while on company premises or while otherwise performing company business is prohibited.

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## TESTING AND TREATMENT

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1. The Company requires a drug/alcohol test whenever:
  1. The Company will administer pre-employment drug screening for all required and regulated employees.
  2. The Company suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the substance Abuse Policy. An employee must complete the necessary drug information and consent forms prior to the testing.
  3. Credible information obtained from other employees based on their observations of slurred speech, excessive physical and verbal arguments, confusion, disorientation, personality changes, or odor of marijuana or alcohol.
  4. An employee has been involved in an on-the-job accident resulting in property damage or personal injury requiring medical attention.
  5. An employee has been arrested in association with drugs or alcohol.
2. The Company also requires periodic, unannounced testing on an employee following the employee's return from an approved drug or alcohol rehabilitation program or medical leave; or as randomly selected by scientific methods used by senior management or program administrator.
3. An employee who tests positive for alcohol or drugs during the employee's first 90 days of employment will be discharged immediately for violation of the Company's Substance Abuse Policy.
4. After the employee's first 90 days of employment, an employee whose alcohol or drug test is positive may be subject to the following rehabilitative procedure:
  1. First Offense: The employee is to be placed on an immediate leave of absence. The employee cannot return until a Company approved counselor or physician releases the employee to return to work and complete job duties and responsibilities of her/his position.
  2. Second Offense: If within one year of release from a treatment program an employee again tests positive for either alcohol or drugs, the employee will be terminated for the positive test result.
5. The leave of absence that must be taken after a positive alcohol or drug test is without pay. However, an employee may use any accrued, unused vacation, personal days, or sick days to receive compensation during the leave. Current benefit coverage will continue during the leave.
6. All test results, assistance requests, and treatment records will be maintained in files separate from the employee's personnel file and will be held in the strictest of confidence, disclosed only to those having a legitimate need to know such information.

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## TESTING ADMINISTRATION

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1. Concentra Occupational Health facilitates all sample collections and testing. Any Concentra location may be visited to comply with a testing request.
2. Upon request to submit to a drug or alcohol test, a Concentra facility must be visited within 24 hours.
3. Concentra Occupational Health facilities maintain the chain of custody paperwork; therefore no paperwork must be carried by the employee.
  1. The typical screening is a 10 panel screening, with expanded opiates, expect where required to be different for DOT specific purposes.
  2. Results are sent directly to company management as soon as they are available. Testing results typically take up to 5 days to be returned.

## DISCIPLINARY ACTION

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1. Depending upon the seriousness of the offense, any violation of the policy requirements of the Substance Abuse Policy will result in discipline, up to and including termination, even for a first offense.
2. The failure or refusal to complete the necessary paperwork, to submit to a drug test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.