

Singleton Tower, LLC

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Drug and Alcohol Policy

1. Statement of Purpose and Scope

Singleton Tower, LLC recognizes that alcohol and drug abuse in the workplace has become a major safety and health concern. We believe that by reducing drug and alcohol abuse, we will improve the safety, health and productivity of employees. The object of our drug and alcohol abuse policy is to provide a safe and healthy workplace ("workplace" is defined as all places our employees are required to spend time at in the course of carrying out their duties; this includes customer work sites and company premises, including company parking lots and company vehicles) for all employees and prevent accidents.

The use, possession, sale, transfer, or purchase of drugs by employees at any time on company premises or while on company business is prohibited. The illegal use of any drug is prohibited. Employees must not report for duty or be on company property while not fit for duty as a result of the use of drugs or alcohol. Determinations regarding compliance with the preceding sentence shall be made by a doctor chosen or employed by the company after a referral by the employee's supervisor. Employees must not have any drug in their possession (other than a legally prescribed drug) while on duty or on company property.

Employees who are convicted of, plead guilty to (including a plea of nolo contendere or no contest), or are sentenced for a crime involving illegal drugs in the workplace must report the conviction, plea or sentence to their supervisors or the Human Resources Department within five (5) days after such conviction, plea or sentence. If an employee who is convicted of, pleads guilty to or is sentenced for a crime involving illegal drugs performs work directly relating to the company's contracts with a state or the federal government, the company will report such conviction, plea or sentence to the contracting agency within ten (10) days after it receives notice.

This policy applies to all employees and is a condition of their employment. The company reserves the right to amend or modify this policy in its discretion in accordance with the requirements of applicable law or for any other lawful reason.

2. Definition of a Drug

For the purpose of this policy, the term "drug" wherever it appears in this policy statement, includes alcoholic beverages, as well as inhalants, and illegal drugs.

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For the purpose of this policy, the term “illegal drugs” means all controlled substances that are not being used or possessed under the supervision of a licensed healthcare professional.

3. Consequences of Violating the Drug Abuse Policy

Violation of this drug abuse policy will result in one of the following forms of corrective action: immediate discharge, suspension, probation, oral warning or written warning. In arriving at a decision for proper action, the seriousness of the infraction, any past violations of the company’s drug and alcohol policy, and the circumstances surrounding the matter will all be taken into consideration. This policy shall be enforced consistently with respect to all employees, regardless of position within the company.

4. Treatment Programs and Employee Insurance

While we do not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents.

5. Education and Training Programs

We do not offer, nor require participation in, drug and alcohol abuse education and training programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

6. Drug Testing

The company reserves the right to conduct reasonable suspicion and other drug and alcohol tests in accordance with the requirements of applicable law