



ALCOHOL AND SUBSTANCE ABUSE POLICY

Innovations Manufacturing, Inc. (the Company)

Version: 1

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Introduction

The following is the Alcohol and Substance Abuse Policy for Innovations Manufacturing (the Company). Please read this policy thoroughly and then take the Alcohol and Substance Abuse Awareness Training and sign the enclosed acknowledgement. The Acknowledgement and compliance with this policy is a condition of employment.

Purpose

The Company is concerned and recognizes a responsibility to provide a safe, healthy, and productive work environment for all employees. This Policy is designed to help accomplish that goal by preventing and eliminating active drug and alcohol abuse among our employees. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, less cautious, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk to our business. Ultimately, they threaten our competitiveness.

We believe our employees have the right to work with persons free from the effects of alcohol and drugs. This Policy is designed to help accomplish that goal by eliminating the use of or influence of alcohol and drug abuse while on actively performing services on Company time.

Scope

This policy applies to all employees of the Company and certain parts of this policy apply to prospective employees or employee candidates.

Conditional Job Offer Screening

The Company will utilize conditional job offer screening practices to prevent hiring or rehiring:

- a) individuals who use illegal drugs, or
- b) individuals whose use of legal drugs or alcohol indicates a risk of unsatisfactory or unsafe job performance.

Use, Possession, or Sale of Drugs or Alcohol

Alcohol

The possession, consumption, purchase, or sale of alcohol on Company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol or mind-altering drugs while performing services to the Company.

Drug and Alcohol Screening

- A. A urinalysis, or other drug/alcohol screening may be conducted without discrimination and at the discretion of Company management under the following conditions:
 1. Pre-employment test.
 2. Post-accident or if probable cause is suspected.

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3. When there is reason to believe that an employee may be using drugs or may be under the influence of drugs or alcohol.
 4. As part of periodic follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.
- B. An employee's cooperation with such a test is required as a condition of employment. The employee's refusal to cooperate with such a request and provide a specimen may be grounds for termination. This specimen may be collected by a Company representative at a Company facility, or a company designated collection facility. Failure to produce a negative urine test result or to comply with all the tenants of this document and the established Company procedures for its implementation will constitute noncompliance with this Policy.

Searches

- Routine searches of Company property may be conducted unannounced and at any time. This includes, but is not limited to, lockers, storage areas, jobsite trailers, Company vehicles and rooms normally used to store employee's personal property.
- Should the Company suspect that an employee has sold, purchased, used, or possessed alcohol, drugs or drug paraphernalia on Company premises, the Company may inspect the employee's personal effects (lunch boxes, toolboxes) or automobile that is parked on Company property.

Violations of This Policy

- Any violation of this Policy may be grounds for termination. However, in some circumstances and at the sole discretion of the Company, a lesser penalty may be selected.
- If the employee has not engaged in misconduct, unsafe conduct, or poor job performance, but is found to have alcohol or drugs in his/her system, the employee may be placed on an unpaid medical leave (maximum one month) until he/she presents reliable medical evidence that he/she has overcome any substance use problem, and he/she shall be reinstated to his/her former position if he/she consents in writing to occasional testing on request over the next 12 months to be certain that he/she has not resumed usage of drugs or alcohol in violation of this Policy. If such subsequent usage is detected, the employee will be terminated.

Reservation of Rights

The Company reserves the right to change, rescind or depart from this Policy in whole or in part. Nothing in this Policy alters an employee's status. The Company hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to rescind their employment at any time with or without cause.