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DRUG FREE WORKPLACE POLICY

The Company is committed to providing a drug-free workplace for its employees in accordance with the Drug Free Workplace Act of 1988. Medical examinations and/or drug testing will be administered in accordance with federal and state laws.

For the purposes of the Company's policy, "Workplace" is defined to mean any job site where Company employees are engaged in work. Furthermore, "Workplace" also includes any Company buildings, Company vehicles, or other Company approved vehicles, and any other premises where Company business is performed.

Drugs

The Company prohibits the trade, sale, unauthorized possession or unauthorized use of narcotics and other illegal controlled substances (such as heroin, LSD, cocaine, barbiturates, amphetamines, and marijuana) on Company premises. Such activities are unlawful and may adversely affect employees' safety, health, longevity and seriously impair their performance. In addition, such substance abuse constitutes a potential danger to the security and welfare of other employees and exposes the Company to the risk of a financial and/or property loss.

In the event an employee is convicted of any criminal drug statute, occurring in the workplace, the employee is required to notify the Company's management no later than five (5) days after the conviction.

To help the Company maintain a drug-free workplace, should an employee become aware of another employee selling, purchasing, transferring or using drugs while on the job, the employee is expected to take prompt action to report the circumstances to (Position/Title), who in turn will immediately notify (Position/Title).

Prescribed Medications/Over-the-Counter Prescriptions

Prescribed medications are permitted, provided they do not adversely affect job performance, the safety of the employee, or other individuals in the work place.

Employees are expected to notify (Position/Title) if they are taking prescribed medications or over-the-counter medications. Furthermore, employees are expected to follow all directions, restrictions and/or warnings for any prescribed or over-the-counter medications/drugs.

Alcohol

Consumption and/or possession of alcohol on the premises of the Company is prohibited at any time, except for express business social events on the premises that have been approved in advance by (Position/Title).

DRUG FREE WORKPLACE POLICY (CONTINUED)

Assistance/Treatment

Employees on the Company's health care plan may access treatment for substance abuse or dependency related problems. Employees with substance abuse or dependency problems are encouraged to seek assistance before their alcohol or drug use leads to disciplinary action. The Company will strive to assure that information related to an employee's assistance/treatment is handled in a confidential manner.

Discipline

Discipline may occur in one or a combination of the following:

- oral warning
- written warning
- suspension, without pay, or
- termination

Although one or none of these actions may be taken in connection with a particular employee, no formal order or system is necessary. Furthermore, the Company retains the right to end the employment relationship at will, at any time, for any reason.