

### Substance Abuse Policy

#### DRUG, ALCOHOL, AND CONTRABAND POLICY

##### **I. PURPOSE OF THE POLICY**

Because of the detrimental effects of alcohol and drugs on the home, in the workplace, and on the human body, this "Drug, Alcohol, and Contraband Policy" ("The POLICY") has been established by WB Shedd to assist in providing a safe and healthy work environment for all employees, to protect the general public, to protect Company property and all the property of the Company's clients and customers, and to cooperate with the Company's clients and customers in their efforts to provide safe and efficient operations.

Substance abuse constitutes a major problem in our society. Drug and alcohol abuse harms not only the individual and their family, but also other employees working with them. The impact of substance abuse on the safety, efficiency and productivity of WB Shedd is a problem that must be faced. For these reasons, the Company has adopted this Substance Abuse Policy to ensure a work place free from drugs and harmful effects of drug and alcohol abuse.

This program is not intended to intrude unnecessarily in the private lives of our employees. Rather our intent is to protect the health, safety, and working environment of our employees and to protect the efficiency, productivity, and reputation of the company. Because even off duty drug or alcohol use can affect job performance and the safety of the co-employees, this policy prohibits being at work with detectable levels of controlled substances in your body.

This program provides you with information to understand and recognize substance abuse which is the first step toward eliminating such abuse. WB Shedd cannot tolerate substance abuse in its work force and has taken this strong, affirmative approach to maintaining a work environment free of substance abuse.

##### **II. POLICY GUIDELINES**

The use, sale, or possession of alcohol, drugs, non-prescribed narcotics, hallucinogenic drugs, marijuana, intoxicates, or any other non-prescribed controlled substance is prohibited on or near company property or vehicles.

While on the property or job site of WB Shedd the sale, purchase, or possession of equipment, products, or materials, which are used, intended for or designed for use with non-prescribed controlled substances is prohibited.

##### **A. Prescribed Medication**

Prescription drugs or medication will be permitted ONLY under the following conditions:

- \* Medication must not in any way effect the ability of the employee to function in a safe and appropriate manner.
- \* The supervisor must be informed prior to each shift that the employee has prescription medication, and what condition it is designed to treat. The employee must also inform the supervisor of any effects that the medication is having.
- \* All prescription medication must be in its original container with the original label firmly attached.

##### **B. Medication**

Non-prescription medication must not in any way effect or impair the ability of an employee to perform in a safe and appropriate manner. The supervisor must be made aware of any such medication prior to each shift.

Any employee under the influence of controlled substances or alcohol immediately prior to the beginning of the shift will not be allowed to report to work.

## Safety, and Health Policies, Procedures, & Plans Substance Abuse Policy

### C. Customer Searches

WB Shedd recognizes the right of our customers to conduct unannounced searches of contractor property for controlled drugs or alcohol. Employees must agree to cooperate with the customer upon request from the WB Shedd supervisor.

### D. Employee Testing

Any employee may be requested to undergo a blood test, urinalysis, "breath-analyzer" test or other diagnostic test under any of the following circumstances:

Applicants being considered for employment with WB Shedd will be asked to submit to a test.

After the occurrence of a work-related accident requiring medical attention or causing substantial property damage or loss.

When, in the opinion of management, there is a reason to believe that an employee is under the influence of intoxicants, drugs, alcohol, or narcotics while on the property of WB Shedd on the clock of WB Shedd or if an employee has reported to work with a measurable quantity of intoxicants, drugs or narcotics in his or her blood or urine.

If WB Shedd's company official or competent person has determined that there is a reasonable cause or suspicion that an individual is performing work under the influence, then that individual will be required to submit to a drug and alcohol test.

Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a client/host site or facility.

All employees, including management, may be tested for substance abuse on a random and/or periodic basis.

### E. Detection Levels

#### Current DOT Guidelines

<u>SUBSTANCE</u>	<u>SCREEN LEVEL</u>	<u>DETECTION LEVEL</u>
Cocaine	300 ng/mL	150 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL
Marijuana	20 ng/mL	15 ng/mL
Opiates (Codeine or Morphine)	300 ng/mL	300 ng/mL
Amphetamines	300 ng/mL	300 ng/mL
Methamphetamine	1000 ng/mL	300 ng/mL
Benzodiazepines	300 ng/mL	300 ng/mL
Barbiturates	300 ng/mL	300 ng/mL
Methaqualone	300 ng/mL	200 ng/mL
Propoxyphene	300 ng/mL	300 ng/mL
Alcohol*	Detection	.02 gm/dL

\* Alcohol confirmation testing may be accomplished with a Calibrated Breath Analyzer or blood test or other acceptable devices used for determining the possible presence of alcohol in the body.

### F. Searches

## **Substance Abuse Policy**

When, in the opinion of management, there is reason to believe that an employee is under the influence of intoxicants, drugs or narcotics, or is in possession of any intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designed for use with non-prescribed controlled substances, WB Shedd may request that the employee submit to a search by a representative of WB Shedd of his/her person and/or property, including vehicles brought onto the property or job sites of WB Shedd Lockers and or toolboxes that are the property of WB Shedd can be searched at any time. These lockers must be opened upon request.

### **G. Disciplinary Actions**

Any employee's refusal to submit, immediately upon request, to a search of his or her person or property, or to a blood test, urinalysis, "breath analyzer" test, or other diagnostic test, or a positive result on such test(s) indicating prior use of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances, may result in disciplinary action up to, and including, discharge. Additionally, any WB Shedd employee that receives unacceptable drug and alcohol test results will not be allowed to work on a client/host site or facility

### **H. Interpretations**

WB Shedd reserves the right to rescind, modify or deviate from this or any other policy, practice, or guideline as it considers necessary in its sole discretion with or without notice.

**SUBSTANCE ABUSE POLICY  
ACKNOWLEDGEMENT**

I \_\_\_\_\_ an employee of WB Shedd here by certify that I have read and understood WB Shedd Substance Abuse Policy regarding the unlawful manufacture, distribution, dispensation, possession of or use of a controlled substance is prohibited on company property and/or time and violation of this policy can be subject to discipline up to and including termination. I realize that as a condition of employment, I must abide by the terms of this and/or any other policies that may be in effect at WB Shedd. In addition, I further realize that as a condition of employment I shall notify WB Shedd of any criminal drug conviction for a violation occurring in the work place no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to a federal agency, and I hereby waive any and all claims that may arise for conveying this information to said agency.

I further agree to any and all testing as requested by WB Shedd in accordance with their Substance Abuse Policy.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_