



## DRUG AND ALCOHOL POLICY

In full cooperation with the federal government, it is the company's policy to have a drug-free workplace. The Company realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises, vehicles or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

As part of our policy, we are establishing and maintaining a drug-free awareness program to inform employees about: (a) our policy of maintaining a drug-free workplace; (b) the dangers of drug abuse in the workplace; (c) drug counseling, rehabilitation and similar programs which are available in the community; and (d) the fact an employee may not only lose his/her job but may be sent to prison for drug abuse violations.

For compliance with the federal law and as a condition for continued employment with the company, each employee must (a) comply with this policy of a drug-free workplace; and (b) notify the company of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after the employee's conviction. Within 10 days after receiving notice that an employee has been convicted of violating a criminal drug statute, we are required to report that fact to any government agency with which we have a contract.

I, hereby, certify that I have read and understand the company's policy of maintaining a drug-free workplace; and as a condition of employment, I promise to abide by that policy. I also promise to notify the company of any criminal drug statute violation occurring in the workplace, within five (5) days after such conviction.

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Employee's Signature

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Date

