



CleanAir Substance Abuse Policy

02/09/98

Clean Air Engineering is committed to providing a safe work environment and to fostering the well-being and health of all of its employees. This commitment is jeopardized when any Clean Air Engineering employee uses illegal drugs or alcohol on the job, comes to work under their influence or possesses, distributes, or sells drugs in the workplace.

The aim of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug and alcohol-free environment. This policy also intends to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment at Clean Air Engineering.

Therefore, Clean Air Engineering has established the following policy:

1. It is a violation of company policy for any employee to possess, manufacture, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. It is a violation of company policy for any employee to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
4. Violations of this policy are subject to disciplinary action up to and including termination.

The following programs and procedures are used to implement this policy:

- Drug/Alcohol Testing
- Team Leader Training
- Employee Training
- Employee Assistance Program

Drug/Alcohol testing

To preserve the safety of all employees, there are circumstances under which employees may be required to undergo testing for illegal drugs and alcohol. Failure to comply with these procedures is subject to disciplinary action up to and including dismissal. These circumstances are:

Pre-employment screening.

All individuals who are presented an offer of employment with Clean Air Engineering (CleanAir) are subject to a pre-employment physical, complete with a drug screen. Specifically, a non-NIDA 10 panel urine drug screen will be administered to detect the presence of illegal drugs. Successful completion of this process (i.e. the screening results come back negative for all illegal substances) is required as a condition of employment. The physical/drug screen must be administered by a CleanAir designated clinic or hospital.

Under the influence

Testing will be required if there is reasonable suspicion or cause to believe that an employee has taken, used, ingested, or is otherwise under the influence of an illegal drug or alcohol. Please see the Human Resource guidance on determining whether an employee or co-worker is under the influence of drugs or alcohol. Upon the first positive test, the employee shall be sent home to use Accumulated Time Off (ATO) or re-assigned to a non-sensitive (i.e. desk) task at their home office.

The employee must participate in the CleanAir drug/alcohol assistance program. Refusal to participate will result in immediate termination. Upon successful completion of the program and a negative result on retest, the employee may be reinstated. A second positive drug test will result in immediate termination.

For Cause

Drug testing will be administered to any employee "for cause"; that is, when evidence points to an employees' use, sale, distribution, possession or manufacture of illegal drugs on CleanAir premises or worksites, or in company vehicles (including any auto or truck being used for CleanAir business). Drug and alcohol testing is also required if an accident results in an injury requiring hospitalization of the individual or others, or property damage greater than \$500.00. Drug and alcohol testing will be required at the time of admission to a hospital, or no later than 24 hours of the incident. A positive test will result in the immediate termination of the offending employee.

Random Testing

All CleanAir employees will be tested randomly for drugs using a non-NIDA 10 panel urine drug screen. Upon the first positive test the employee shall be sent home to use Accumulated Time Off (ATO) or re-assigned to a non-sensitive (i.e. desk) task at their home office.

The employee must participate in the CleanAir drug/alcohol assistance program. Refusal to participate will result in immediate termination. Upon successful completion of the program and a negative result on retest, the employee may be reinstated. A second positive drug test will result in immediate termination.

Customer Requirement

Drug Tests. On occasion, our customers request current drug screening prior to arrival on the worksite. This may include alcohol screening as well. Upon the first positive drug test the employee shall be sent home to use Accumulated Time Off (ATO) or re-assigned to a non-sensitive (i.e. desk) task at their home office.

The employee must participate in the CleanAir drug/alcohol assistance program. Refusal to participate will result in immediate termination. Upon successful completion of the program and a negative result on retest, the employee may be reinstated. A second positive drug test will result in immediate termination. The employee will also be subject to unannounced drug testing in addition to the random testing for all CleanAir employees.

Alcohol Tests. CleanAir has no policy regarding off-hours alcohol consumption. However, if a customer requires an alcohol screen, affected employees will be notified at least 72 hours in advance of the screen. Affected employees are expected to abstain from consumption of alcohol during this period. If random testing will occur on-site, the affected employees are expected to abstain from consumption of alcohol for the duration of the on-site work. Upon the first positive test the employee shall be sent home to use Accumulated Time Off (ATO) or re-assigned to a non-sensitive (i.e. desk) task at their home office.

The employee must participate in the CleanAir drug/alcohol assistance program. Refusal to participate will result in immediate termination. Upon successful completion of the program and a negative result on retest, the employee may be reinstated. A second positive alcohol test will result in immediate termination.

General. If the tests are administered by the customer and results are not available to CleanAir, employees will be asked to obtain the results of positive tests and submit them to CleanAir. Employees may refuse to do this, however, in that case, the result will be treated as a positive drug result rather than a positive alcohol result.

Team Leader Training

It is the responsibility of all CleanAir Team Leaders to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the Team Leader's job to diagnose personal problems, the Leader should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment and coworkers should encourage anyone who may have a drug problem to seek help.

To facilitate this counseling, CleanAir will provide training for all Team Leaders on the specifics of drug prevention; employee assistance programs; drug-free workplace policies; drug identification and terms; signs of drug abuse; and proper reaction to those signs.

Employee Education

CleanAir will provide information and training to all employees on drug and alcohol abuse, CleanAir drug and alcohol policies, Employee Assistance Programs, and community resources.

Employee Assistance Program

The Employee Assistance Program (EAP) is designed to assist employees and their family members with a drug, alcohol, psychological or other problems. Any employee or eligible dependent may participate voluntarily. If required to participate due to a positive drug or alcohol test, the employee is responsible for all EAP charges and fees. Some of these may be covered by our health insurance plan.

Utilizing the EAP will not jeopardize employment with Clean Air Engineering. All voluntary participation in the program is confidential. If participation is required due to a positive drug or alcohol test, relevant information on employee cooperation, treatment, and progress will be shared with the Human Resource Team Leader at CleanAir as well as the employee's Team Leader.

To take advantage of the EAP, please refer to the information under "Employee Assistance Program" in the employee handbook, or contact the HR Team.