



SUBSTANCE ABUSE PROGRAM

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Drug and Alcohol Abuse

A. J. Padelford & Son, Inc. is concerned about the use of alcohol, illegal drugs, and controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the company to the risks of property loss or damage, and/or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the company.

The following rules and standards of conduct apply to all employees either on company property or during the workday (including meals and rest periods). Behavior that violates company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a company vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The company also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the company reserves the right to conduct searches of company property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off company property will not be tolerated because such conduct, even though off duty, reflects adversely on the company. In addition, the company must keep people who sell or possess controlled substances off the company's premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a superintendent of such use immediately before starting or resuming work.

The company will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency.

Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

A.J. Padelford reserves the right to require drug testing in the following circumstances:

- *Pre-employment Testing:* All applicants are required to submit to a drug screen, and employment is conditioned upon the successful completion of a drug test to be administered within the first 72 hours of employment.
- *Random:* Any driver that falls under the jurisdiction of the D.O.T. is required to be enrolled in a consortium, and must submit to random drug testing through said consortium.
- *Post-Accident Testing:* Drug screening may be required following an accident occurring during working hours or on company property, which involves either personal injury or property damage.

Prescription Drugs

Any employee using a prescription drug that may impair mental or motor functions shall notify management as soon as possible. For the safety of all employees, the company may place persons using such drugs on temporary medical leave until released as fit for duty by the prescribing physician. The company reserves the right to obtain a confirming medical opinion before returning the employee to duty.

Discipline/Rehabilitation

When an applicant submits to pre-employment testing and passed the required test, he/she will be eligible for further employment consideration. If the applicant fails the required test, he/she may reapply for employment consideration after a period of no less than sixty (60) calendar days has elapsed. The company will waive this sixty day waiting period if the applicant completes an acceptable drug/alcohol rehabilitation program and presents proof of completion.

All employees who fail to pass a drug/alcohol test will be suspended without pay for a period of five (5) days. During this time, the employee has the opportunity to enter a company approved drug/alcohol rehabilitation program. If the employee fails to enter such a program within this period, he/she will be terminated from employment. (Exception: For those who may be injured and incapable of entering a program, or for other good cause as determined by the company, the five (5) day time limit may be extended.)

When an employee enters a company approved rehabilitation program, and provides the company with proof of entrance, he/she will be placed on an inactive payroll status. At the time of successful completion of the program, and proof of completion has been presented to the company, the employee will be eligible for reinstatement of a position for which he/she is qualified when available. As a condition of reinstatement, such employee shall consent to continued participation in a company approved rehabilitation program shall also consent to periodic testing as determined by the company for a period not to exceed one (1) year. If such employee fails a periodic test, he/she shall be subject to immediate termination.

Nothing in this policy and these procedures shall limit the company in the discipline and/or termination of employees.

Drug Testing Authorization

_____ (Clinic) is authorized to conduct a drug test on the following individual for A. J. Padelford & Son, Inc.

- PURPOSE OF TEST: Pre-employment
 Random
 Post-Accident

NAME OF DONOR: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

SIGNATURE OF INDIVIDUAL AUTHORIZING TEST

TITLE

TO BE COMPLETED AT COLLECTION SITE

Authorization for Release of Medical Information

I, _____, hereby authorize the Clinic, its agents, employees and assigns, to release from their records the results of drug tests performed on my urine which includes individual drugs testing positive in connection with the drug screening performed on the date below-written, to A.J. Padelford (including its agents, employees, and assigns). The purpose or need for this disclosure is for the purpose checked above.

This consent is subject to revocation at any time except to the extent that the Clinic has already acted in reliance thereon, and will otherwise expire one year from the date herein.

I understand I have a right to receive a copy of this authorization form.

I hereby forever release, discharge and acquit the Clinic, its agents, employees and assigns from any and all claims, actions, suits, agreements or liabilities arising from the release of said information to the above parties.

SIGNATURE OF DONOR

DATE

Applicant/Employee Consent for Alcohol and Drug Tests

Applicant/Employee Name: _____ Occupation: _____

Social Sec. #: _____ Payroll #(if applicable): _____

Home Address: _____

Home Telephone Number: _____

Project Name: _____

Employee: Yes / No or Applicant: Yes/ No

I hereby consent and agree to give specimens of my urine to any medical facility, laboratory, or medical person designated by A. J. Padelford & Son, Inc. These specimens shall be used to detect the presence of alcohol, marijuana and/or other drugs in my body. I further consent and agree that the results may be furnished to the company by the testing facility.

If approved for employment or presently employed:

In the event that I am directly or indirectly involved in work-related accident or incident, or the company has reasonable suspicion of a drug or alcohol problem involving me, I consent and agree to give specimens of my urine, blood and/or saliva for the purpose of testing for the presence of alcohol and drugs in my body. The testing facility is authorized to release the results of such test to A. J. Padelford & Son, Inc. I further acknowledge that I have received a copy of the A. J. Padelford Substance Abuse Program. I agree to give specimens of my urine, blood and/or saliva in accordance with the policy herein. If any test and confirming results are positive A. J. Padelford & Son, Inc. shall have the rights to discharge me (if an employee), or not hire me (if an applicant). My signature below acknowledges that I have read and understood the foregoing statement and the consents given herein. Nothing herein changes the at-will employment relationship that exists between A. J. Padelford & Son, Inc. and me.

Witness Signature

Print Name: _____

Date Signed: _____

Applicant/Employee Signature

Print Name: _____

Date Signed: _____