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# DRUG AND ALCOHOL-FREE WORKPLACE POLICY

*Associate Handbook Published January 1, 2020*

Alcohol and drug abuse pose a threat to the health and safety of associates and to the security of our equipment and facilities. For these reasons, BSCI is committed to the elimination of drug and/or alcohol use and abuse in the workplace. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all associates and all applicants for employment of BSCI. The CEO and President are responsible for policy administration.

## WORK RULES

Associates should report to work fit for duty and free of any adverse effects of drugs or alcohol.

The following work rules apply to all associates:

- Whenever associates are working, are operating any company vehicle or equipment, are present on company premises or a Job Site, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or drug paraphernalia.
  - Being under the influence of alcohol, illegal drugs or prescribed drugs which adversely affect the associate's ability to safely and effectively perform their job duties as defined in this policy.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an associate's body while performing company business or while in a company facility is prohibited.

If taking prescribed drugs, associates must consult with their doctors about any medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Associates should not, however, disclose underlying medical conditions unless directed to do so by their doctor. BSCI will not allow any associate to perform their duties while taking prescribed drugs that adversely affect the associate's ability to safely and effectively perform their job duties. Associates taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

## REQUIRED TESTING

The Company retains the right to require the following tests:

<b>Pre-Employment</b>	All applicants must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.
<b>Random</b>	All associates are subject to random drug screenings.
<b>Reasonable Suspicion</b>	Associates are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment.
<b>Post-Accident</b>	Associates may be subject to testing that may have caused or contributed to accidents that damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or others. In any of these instances, where testing is requested, the investigation and subsequent testing must take place within two (2) hours following the accident.
<b>Follow-Up</b>	Associates who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including termination.

*NOTE: Associates will be paid for time spent in alcohol/drug testing.*

## CONSEQUENCES

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Associates who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an associate tests positive for alcohol or illegal drug use under this policy, the result will be discipline, up to and including termination.

## ASSOCIATE ASSISTANCE AND DRUG-FREE AWARENESS

BSCI will reasonably accommodate associates as required by law.

## CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies shall be kept confidential to the extent required by law.

## INSPECTIONS

BSCI reserves the right to inspect all portions of its premises, job sites or work areas not owned by BSCI for drugs, alcohol or other contraband. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution. Associates who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

## CRIMES INVOLVING DRUGS

BSCI prohibits all associates from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises, job sites or while conducting company business. Associates are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.