

Revision Number: 1	Title:	Drugfree Workplace Policy
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Burns Industrial Equipment	Effective Date: October 1, 2012	ISO #:
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Drugfree Workplace Policy

Our Company recognizes that the employees are our most valuable assets, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all employees**.

To further this goal, our Company has developed a Drugfree Workplace Policy effective 10/1/2012. The Program will consist of four components: Post-Offer Drug/Alcohol Screen, Reasonable Cause Drug/Alcohol Screen, Post-Incident Drug/Alcohol Screen, and Random Drug/Alcohol Screening. This policy applies to all candidates for employment as well as all current employees. This policy also serves to reinforce the Company's intolerance for illegal drug use and working under the influence of alcohol.

Post-Offer Testing: Our Company believes accident prevention and a safe work environment begin with hiring. As such, we have contracted with **EXPRESS WORKS** to conduct applicable testing. Employment is conditional of pending results of the Drug/Alcohol Screen.

Procedure: Any applicant the Company hires will be directed to the clinic, at Company expense, to undergo a Post-Offer Drug/Alcohol Screen. The clinic will release the results to the Human Resources Manager, who in turn will notify the candidate of the results.

The test will consist of a breath alcohol test, along with a urine analysis test for the non-prescribed illegal substances listed in Exhibit 'A' below.

Consequence: In the event the results of the drug test is positive, the Medical Review Officer (MRO) will review the report and contact the applicant to determine if any extenuating circumstances, relevant at the time of the test, could have resulted in a false positive. The MRO will determine if the applicant will be re-tested. If any applicant tests positive with a blood alcohol level exceeding .02 or any non-prescribed illegal substance listed in Exhibit 'A', our Company will withdraw their offer of employment. If any applicant refuses to submit to the tests, our Company will also withdraw their offer.

Prepared by:	Date:	Approved by:	Date:
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This drugfree workplace policy is a guideline to reduce substance abuse in the workplace. It may not prevent substance abuse from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at Henderson Brothers or legal counsel to address possible compliance requirements.

Reasonable Cause: Our Company reserves the right under all applicable laws to test any employee for alcohol and illegal drugs if the employee shows cause. Our Company's management, supervisors, and leadpersons have been trained to identify symptoms of being under the influence of illegal drugs or alcohol.

Procedure: If a supervisor, manager or leadperson identifies a problem, s/he will ask another supervisor/manager/leadperson to confirm the reasonable cause. Both persons will then individually fill out a Reasonable Suspicion Report. After filling out the report and it is decided jointly that reasonable suspicion still exists, the employee will be escorted to a private area where the supervisor/manager/leadperson will speak to the person confidentially. The employee will be given a chance to explain. If after the explanation the supervisor/manager/leadperson believes the employee is unfit to perform his/her duties, and reasonable suspicion for use of illegal drugs or alcohol still exists, the employee will be asked to go for a test. S/he will then be transported by our Company to the **MEDICAL CENTER**.

The clinic or hospital will perform a breath alcohol test along with a urine analysis for the non-prescribed illegal drugs listed in Exhibit 'A' below.

Consequence: If the test comes back positive for illegal drugs the employee will be immediately terminated. If the test comes back positive for an alcohol level exceeding .02 it will be grounds for disciplinary action up to and including termination. If the test comes back negative, the employee will be compensated for time off and return to normal work activities. If an employee is using prescription or over-the-counter medication, it will be the Company's decision if the employee is to go back normal work activities.

If an employee refuses to submit to the test they will be considered insubordinate and it will be grounds for immediate termination. If an employee becomes hostile, law enforcement will be called in, and S/he will be considered insubordinate, which will be grounds for immediate termination.

Post-Incident Testing: This policy applies to all Company employees involved in a work-related or near miss incident. This policy also serves to reinforce the Company's intolerance for illegal drug use and working under the influence of alcohol.

Procedure: Any employees involved in a work-related or near miss incident must inform a supervisor immediately. If the incident involved property damage or requires medical attention, the employee will be directed to go to have the injury taken care of and to provide a breath and urine sample as soon as possible following the accident. If possible, this testing will be in conjunction with medical treatment. The test results will be released to the Human Resources Manager. The test will consist of a breath alcohol test, along with a urine analysis to test for the following non-prescribed illegal substances listed in Exhibit 'A'.

Consequences: Any employee who tests positive for illegal substances will be terminated immediately. If the blood alcohol test comes back with an alcohol level exceeding .02, it will be grounds for disciplinary action up to and including immediate termination. In addition, an employee who refuses to submit to the testing procedure will be considered insubordinate and will be grounds for immediate termination.

Random Testing: All company employees will be subject to random drug and alcohol testing. This policy also serves to reinforce the Company's intolerance for illegal drug use and working under the influence of alcohol.

Procedure: Any employee at any time may be randomly asked to submit a breath alcohol test along with a urine analysis to test for the following non-prescribed illegal substances listed in Exhibit "A".

Consequences: Any employee who tests positive for illegal substances will be terminated immediately. If the blood alcohol test comes back with an alcohol level exceeding .02, it will be grounds for disciplinary action up to and including immediate termination. In addition, an employee who refuses to submit to the testing procedure will be considered insubordinate and will be grounds for immediate termination.

EXHIBIT A: Non-prescribed illegal substances:

Amphetamines (Speed, pep pills)	Barbiturates (Depressants)
Benzodiazepines (Valium)	Cannabinoids (Marijuana)
Cocaine (including crack)	Methadone (Morphine)
Methaqualone (Qualudes)	Opiates (Heroin)
Phencyclidine (PCP)	Propoxyphene (Darvon)

Once again, our goal is to provide a safe working environment for all employees by protecting employees and Company property.