

STANDARD PRACTICE INSTRUCTION

DATE: 4 April 2019

SUBJECT: Drug & Alcohol-Free Workplace

BASIS: It is the policy of Nowland Associates, Inc. that management shall take necessary measures to assure that the use of alcohol or unauthorized substances by employees, does not endanger the health, safety and security of our employees, our operations, our customers or our site communities. Currently in Maryland, all "Safety Sensitive Positions" are required to be part of a Drug and Alcohol Policy. "Safety Sensitive Position" is defined as

- Crane Operator
- Crane Operator Trainee
- Rigger I, Rigger II, or Master/Lead Rigger
- Signalperson
- Mobile Equipment Operator (Forklifts, Man-Lifts)
- Commercial Motor Vehicle Operators
- Motor Vehicle Mechanics

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on company premises, in company vehicles, or while conducting company business off company premises is also strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs, synthetic drugs, medical marijuana and/or recreational marijuana, and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs, medical marijuana and/or recreational marijuana, or over-the-counter drugs which have been legally obtained is also strictly prohibited on company premises, in company vehicles, or while conducting company business off company premises.

The unauthorized possession or use of alcohol on or in any company property or in company vehicles is also prohibited.

Violation of this Policy may lead to disciplinary action up to and including termination of employment.

PRE-EMPLOYMENT SCREENING

Nowland Associates, Inc. will require pre-employment substance screening of all applicants for safety sensitive positions. Nowland Associates, Inc. will advise each applicant of the intent to test for substances and require the applicant to permit the results of the test to be made available to management. If an applicant does not wish to have screening tests performed, the pre-employment interview process or examination will be terminated. If the applicant refuses the screening test or if the test confirms the use of an

unauthorized substance, the applicant will be disqualified from further employment consideration for a minimum of twelve months.

EMPLOYEE TESTING

If there is reasonable suspicion of substance abuse or misuse, Nowland Associates, Inc. may require testing of current employees. Confirmed positive tests of urine blood or expired air, or refusal to submit to testing or refusal of permission to release substance-testing information to appropriate management, may be the basis of disciplinary action up to and including termination of employment.

Substance testing is not a part of Nowland Associates, Inc. ongoing occupational health evaluation program.

RANDOM TESTING

Random substance testing may be instituted:

- (1) For employees who have undergone or are undergoing treatment for substance abuse or misuse;
- (2) For employees in *safety-sensitive* or security-sensitive jobs;
- (3) Where reasonable suspicion exists to warrant such testing; or
- (4) Where necessary to comply with federal or state laws or regulations

INSPECTIONS AND SEARCHES

Nowland Associates, Inc. has the right to require employees, while on duty or on company premises including parking lots, to agree to inspections of their clothing, vehicles, and/or their personal property, as well as the offices, desk, and lockers assigned to them. If an employee withholds consent to such an inspection, the company may discipline the employee, up to and including termination of employment.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employee rehabilitation is an important part of the Policy. Referral to the Employee Assistance Program and/or approved alternative rehabilitation programs may be offered to employees. Such referral will not necessarily prevent disciplinary action.

EMPLOYEES HANDLING GOVERNMENT CONTRACTS

Under federal law, employees working on government contracts are required, as a condition of company sales to or grants from the federal government, to notify the company of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Further, the law requires the company to notify employees handling government contracts that violation of the company's substance abuse policy may lead to disciplinary action up to and including termination of employment.

LAWS OR REGULATIONS AFFECTING SPECIFIC EMPLOYEES

Currently, 49CFR Part 40 and The Annotated Code of Maryland Health-General Section 17-214 will be followed. If federal or state laws or regulations are promulgated which pertain to and affect specific groups of employees, those employees will be informed of any necessary changes or additions to this Policy.

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Drug-Free Workplace Policy and procedure and that I have read and understand this document.

I further understand that this Policy supersedes and replaces all prior policies, handbooks, or other publications related to these personnel matters.

I understand that if I refuse to consent to drug and alcohol screening, or if I test positive and fail to meet my obligation under the Drug-Free Workplace Program, I will be subject to disciplinary action, including termination of employment.

Employee's Signature

Date

Employee's Name (printed)

Witness

Date