

Engineering Distinction

DRUG AND ALCOHOL ABUSE POLICY

STATEMENT OF POLICY

It is the policy of Weldlec Ltd, to provide a safe workplace for all its employees. Consistent with this policy is Weldlec Ltd’ commitment to maintain a workplace that is free from the effects of alcohol and drugs this includes company vehicles

Weldlec Ltd prohibits the following acts which are violations of this Policy.

* Selling, possessing, using, transferring, or purchasing drugs or alcohol on Company time or property or while in a Company vehicle this includes stimulants.
* Working while under the influence of drugs or alcohol or while not being free from the presence of drugs.
* The sale of drug paraphernalia on Company property.

For the purposes of this Policy, the term "drugs" includes the controlled substances listed below, synthetic drugs, and prescription drugs, excepting only prescription drugs approved by and used in accordance with the directions of an employee’s attending physician:

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| --- | --- | --- |
| Marijuana (Cannabinoids) |  | Barbiturates |
| Cocaine |  | Benzodiazephines |
| Opiates |  | Propoxyphene |
| Phencyclidine |  | Methadone |
| Amphetamines |  |  |

Any employee using a prescription drug should consult with their physician regarding the effects of the medication in relation to the performance of the employee’s job responsibilities. Employees taking prescription medications that may cause drowsiness or mood alteration must notify their supervisor who may restrict work activities.

TESTING

Weldlec Ltd reserves the right to test employees or prospective employees for the presence of drugs or alcohol, in accordance with the provisions of this policy, or as a condition of employment or continued employment. This policy includes the testing of management on a periodic basis.

Weldlec Ltd requires, as a condition of continued employment, that employees submit to a drug and/or alcohol test under any of the following circumstances:

* When Weldlec Ltd has a reasonable suspicion that an employee is under the influence or is impaired by drugs or alcohol while on Company property or in a Company vehicle.
* A reasonable suspicion must be based upon specific, personal observations that a supervisory employee can articulate concerning the appearance, behavior, speech or body odors of the employee.
* When an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property.
* When testing is required to comply with applicable law.
* Pre-employment testing.
* Random

Any positive drug or alcohol test or any refusal to submit to such test is a violation of this Policy.

An employee testing positive shall have the right to have the secured portion of the urine or blood sample that tested positive, independently analyzed by a Department of Health and Human Services certified laboratory of his/her choice and at his/her expense for up to one year. If the independent test is negative, the employee shall be reimbursed for the cost of such independent test.

**EXCEPTION FOR MEDICAL TREATMENT**: In the case of a positive test result, the employee shall be so advised by a representative of Weldlec Ltd on a confidential basis, and the employee shall have the right to discuss and explain the results, including the right to advise the medical review officer of any medication prescribed by the employee’s physician, which may have affected the results of the test.

If it is determined that there is a legitimated medical explanation for a positive test result, Weldlec Ltd shall regard the results as consistent with legal drug use and take no further action.

**LABORATORY RECORDS:** All relevant records shall be available for inspection by any employee who has been tested, upon the employee’s request. Such records will be treated as confidential and released only to the employee or the employee’s designee or to Company personnel designated as having a bona fide need to know.

**LABORATORY SELECTION:** Weldlec Ltd will identify and contract with a laboratory certified by the Department of Health and Human Services to perform drug tests.

**COMPANY ACTION**

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a sample as requested, Weldlec Ltd may use that test result or refusal as a basis for disciplinary or rehabilitative action which may include the following: Suspension of the employee with or without pay for a period of time.

**CONFIDENTIALITY**

All information, interviews, reports, statements, memoranda or test results received by Weldlec Ltd through this drug and alcohol testing program are confidential communications. As such, they will be used only in a proceeding related to an action taken by Weldlec Ltd or in defense of any action brought against Weldlec Ltd.

The information described in paragraph "A" shall be the property of Weldlec Ltd.

Weldlec Ltd is entitled to use a drug or alcohol test result as a basis for action.

**EMPLOYEE ACKNOWLEDGMENT**

By signing below, I acknowledge that I have carefully read, understand and agree to abide by the drug and alcohol policy as established by Weldlec Ltd.

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WORKER SIGNATURE DATE ......................................................................................

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I have answered any questions the above worker had regarding this drug and alcohol policy.

MANAGER SIGNATURE DATE ....................................................................................

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