



Substance Abuse Policy

2.5 Substance Abuse Policy (Illegal and unauthorized drugs, alcohol and other items)

B&D Marine and Industrial Boilers, Inc. is a **Drug Free Workplace**.

The use, dispensation, manufacturing, possession, concealment, transportation, promotion or sale of illegal drugs, unauthorized controlled substances, look-alikes, designer drugs, designer and synthetic drugs (includes the presence of any detectable amount in the employee while working), including any other drugs or abnormal substances which may affect any employee's senses, responses, motor functions, or alter a person's perception while working is strictly prohibited.

In addition, substance abuse, for the purpose of this policy, shall be defined as 1) reporting to work or working while under the influence of or impaired by alcohol or any other drug, 2) chemical dependence on alcohol or other drugs where job performance or safety of employees is adversely affected or 3) the use of illegal drugs.

2.5.1 Prescription Drugs are prohibited except when prescribed by a physician.

1. Each employee shall inform their supervisor prior to using prescribed drugs on the job that may have an effect on the employee's ability to safely perform his or her job.
2. The employee shall be responsible for having his or her doctor fax or mail a letter to B&D's HR department clearly stating dosage amount, reason for prescription, length of treatment, etc. to be kept in the employee's personnel file. Whenever a change in treatment occurs, B&D should be again notified via written document by the employee's doctor.

The Company at all times reserves the right to have either its Company or authorized physician determine if a prescription drug or medication produces hazardous effects while working and restrict the use of any such drug or medication accordingly. This may also include restricting the employee's work activity or presence at the work site.

2.5.2 The possession or consumption of alcoholic beverages on the work site or during work hours is strictly prohibited except as specifically authorized by Management.

2.5.3 Drug Screening - The Company enforces random drug testing for all employees, and thus, does not have to have a reasonable suspicion that an employee is under the influence of alcohol or drugs in order to require an employee to take a drug or alcohol test.

2.5.4 All documentation and information received by the employer through the substance-testing program will be kept on file. All records are kept confidential and will not be released except upon the express written consent of the employee, upon order of a court of competent jurisdiction or upon a release completed through disclosure by an agency of the State in a civil or administrative proceeding.

Applicants and employees will not be required to disrobe or be observed while submitting a sample; however, preventative measures will be taken to ensure that the sample submitted is that of the applicant or employee and that the sample is not altered in any way before being transported to an NIDA-approved laboratory for actual testing.

Any blood or plasma testing would be performed by either an outside health care facility, hospital or practitioner designated by the Company.

2.5.5 A confirmed positive test will result in the following steps:

1. A confirmed positive test result will be communicated orally and in writing to the employee within 24 hours or the next business day of the time the employer receives the test results.
2. The employee will be terminated without pay immediately.
3. The employee will be paid for any hours already worked prior to his or her termination. A check will be cut during the subsequent pay period following the termination and then will be mailed to the former employee's home address.

Employees who have been terminated for positive test results will not be eligible for rehire at a later date.

2.5.6 Employee Assistance Program

The Company recognizes drug dependency as an illness and a major health problem. It also recognizes drug abuse as a potential safety, and security problem. Employees needing help in resolving drug-related problems are encouraged to seek help via the Safety/Facilities Director, Human Resources, or a Supervisor. As a condition of continued employment, the employee may be required to seek, at his/her own expense, treatment for substance abuse from treatment specialists and/or institution and successful completion of a treatment program. The Employee will be provided a reasonable period of time, not to exceed 90 days, to obtain treatment, if required. The employee will not be permitted to return to work until: a) he or she provides proof of the successful treatment for the substance abuse problem b) successfully passes a drug/alcohol test upon the employee's attempt to return to duty.