



Electrical Contractors, Inc.

-----Commercial-----Industrial-----

Date Issued: Oct. 13, 1994

Date Revised: Nov. 24, 2008

Drug and Alcohol-Free Workplace Policy

Introduction

Employees are the company's most valuable resource and, for that reason, their health and safety are of paramount concern.

In response to the need for drug and alcohol-free workplaces, and in keeping with Recore Electric's concern for the health and safety of its workforce, the following Drug and Alcohol-Free Workplace Policy has been instituted.

The policy certifies the company's intent to maintain a drug and alcohol-free workplace. The first section describes the prohibitions of this policy such as the manufacture, distribution, sale, possession or use of alcohol or a controlled substance in the workplace.

In addition, this policy creates a Drug Awareness Program that provides information on the dangers of drug and alcohol use in the workplace to all employees as well as information about available private and community treatment facilities. The last section of this policy lists the disciplinary actions that employees will face for any violation of Recore Electric's Drug and Alcohol-Free Workplace Policy. Finally, an employee acknowledgement must be signed and dated by each employee who receives a copy of this policy.

The Drug and Alcohol-Free Workplace Policy requires, as a condition of employment, each employee must:

- Comply with the company's Drug and Alcohol-Free Policy; and
- Notify Recore Electric of any convictions for drug or alcohol-related offenses.

Any employee who violates this company policy will be subject to disciplinary action up to and including termination of employment.

Prohibitions

Recore Electric's Drug and Alcohol-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. Use, possession, manufacture, distribution or sale of alcohol or illegal drugs on company's premises, company work sites, on company business, in company supplied vehicles at any time.
2. Storing in a locker, desk, automobile or other repository on company premises or company work sites any alcohol, illegal drugs or any controlled substance whose use is

unauthorized.

3. Being under the influence of any illegal drugs, alcohol or any controlled substance whose use is unauthorized on company premises, company work sites, or while on company business, or while in company supplied vehicles.
4. Any possession, use, manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the individual's work performance, their own or the safety of others at work, or the company's regard or reputation in the community.
5. Failure to notify Recore Electric of any conviction of a criminal offense involving illegal drugs, alcohol, or controlled substance whose use is unauthorized.
6. Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled.
7. Refusal to sign a statement to abide by Recore Electric's Drug and Alcohol-Free Workplace Policy.

Authorized Use of Prescription Medicine

An employee undergoing prescribed medical treatment with any drug, which may alter their physical or mental ability, must report this treatment to the Safety Director who will determine whether a temporary change in the employee's job assignment is warranted during the period of treatment.

Drug and Alcohol Awareness Program

To assist employees to understand and avoid the perils of drug and alcohol abuse, Recore Electric has developed a comprehensive Drug and Alcohol Awareness Program. The company uses this program in an educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace.

The Drug and Alcohol Awareness Program will inform employees about:

- The dangers of drug and alcohol abuse in the workplace.
- Recore Electric's Drug and Alcohol-Free Workplace Policy
- The availability of treatment and counseling for employees who voluntarily seek assistance.
- Disciplinary actions for violations of Recore Electric's Drug free Workplace Policy

Employees of Recore Electric are our most valuable resource and, for that reason, their health and safety is our number one concern. Any drug or alcohol use, which imperils the health and well-being of our employees or threatens our business, will not be tolerated. The use of illegal drugs, abuse of alcohol or other controlled substances on or off duty is inconsistent with the law-abiding behavior expected of citizens. Employees who use illegal drugs or abuse alcohol or other controlled substances on or off duty tend to be less productive, less reliable, and prone to greater absenteeism. This in turn, can result in increased costs, delays and risks to Recore Electric's business.

Drug and alcohol abuse in the workplace puts the health and safety of the abuser and all other workers around them at increased risk. Employees have the right to work in a drug and alcohol-free environment. In addition, drug abuse inflicts a terrible toll on the nations productive resources and the health and well-being of American workers.

Early recognition and treatment of drug or alcohol abuse is important for successful rehabilitation. Whenever feasible, Recore Electric will assist employees in overcoming drug or alcohol abuse by providing information on treatment opportunities and programs. However, the decision to seek diagnosis and accept treatment for drug or alcohol abuse is primarily the individual employee's responsibility.

Employees with drug or alcohol abuse problems should request assistance from management. Recore Electric will treat all such request confidentially and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request Recore Electric's assistance in dealing with a drug or alcohol abuse problem may do so without jeopardizing their continued employment, provided they strictly adhere to the terms of their treatment and counseling program. At a minimum, these terms include the immediate cessation of any drugs or alcohol, and participation, where required by a program, in a periodic unannounced testing for a twenty-four (24) month period following enrollment in the program.

Voluntary requests for assistance from employees will not, however, prevent disciplinary action for violation of Recore Electric's Drug and Alcohol-Free Workplace Policy.

Recore Electric has instituted a zero tolerance level program. Recore Electric is committed to maintaining a safe workplace free from the influence of drugs and alcohol.

Recore Electric's Drug and Alcohol Awareness Program does not create an employment contract between the employer and the employee. Furthermore, Recore Electric has the sole right to modify the policy and program at any time.

Disciplinary Actions

1. A violation of Recore Electric's Drug and Alcohol-Free Workplace Policy is subject to disciplinary action, up to and including termination of employment, at the company's sole discretion.
2. In addition to any disciplinary action, the company may, in its sole discretion, refer the employee to a treatment and counseling program for drug or alcohol abuse. Employees referred to such a program by the company must immediately cease any drug use, may be subject to periodic unannounced testing for a period of twenty-four (24) months, and must comply with all other conditions of the treatment and counseling program. Recore Electric shall determine whether an employee it has referred for drug or alcohol treatment and counseling should be temporarily reassigned to another position for safety reasons.
3. Recore Electric will promptly terminate any employee who tests positive for drugs while undergoing treatment and counseling for drug or alcohol abuse.

Notice To All Personnel of Disciplinary Policy

This is a formal notice of Recore Electric's intent to take disciplinary action, up to and including termination of employment, against any employee who violates Recore Electric's Drug and Alcohol-Free Workplace Policy.

Recore Electric's Drug and Alcohol-Free Workplace Policy prohibits the use, sale, distribution, manufacture or possession of all controlled substances as listed in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Company policy also prohibits the performance of work or presence at any company building, facility, equipment or work area/site while under the influence of illegal drugs, alcohol, or unauthorized controlled substances.

Disciplinary Action

1st Offense- Suspension for (30) working days without pay to immediate termination

2nd Offense- Suspension for (90) working days without pay to immediate termination.

3rd Offense- Immediate termination



Electrical Contractors, Inc.

Drug and Alcohol-Free Workplace Policy Employee Acknowledgement

Read and Sign Immediately

I acknowledge, understand, and agree that:

- I have received a copy of the Drug and Alcohol-Free Workplace Policy for Employees of Recore Electrical Contractors, Inc.
- I have carefully and thoroughly read the Drug and Alcohol-Free Policy for Employees of Recore Electrical Contractors, Inc.
- I understand the requirements of the Drug and Alcohol-Free Policy for Employees of Recore Electrical Contractors, Inc. and agree, without reservation, to follow this policy.

Employee's Name Printed _____

Employee's Signature _____

Date Signed _____

Authorized Witness _____

