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Alcohol & Substance Abuse Awareness
& Prevention
Policies & Procedures

ALCOHOL & SUBSTANCE ABUSE AWARENESS & PREVENTION

SCOPE

Gordon H. Baver, Inc. is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- Gordon H. Baver, Inc. has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

COVERED EMPLOYEES

Any individual who conducts business on behalf of Gordon H. Baver, Inc., is applying for a position, or is conducting business on the organization's property, is covered by our drug-free workplace policy. Our policy includes, but is not limited to:

- Executive Management
- Supervisors
- Full-Time Employees
- Part-Time Employees
- Off-Site Employees
- Contractors
- Volunteers
- Interns

APPLICABILITY

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during:

- All working hours.
- Whenever conducting business or representing Gordon H. Baver, Inc..
- While on-call.
- Paid standby.
- While on organization property.
- At company-sponsored events.

PROHIBITED BEHAVIOR AND/OR ITEMS

It is a violation of our drug-free workplace policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or other intoxicants.

NOTIFICATION OF CONVICTIONS

Any employee who is convicted of a criminal drug violation in the workplace must notify the main office in writing within 4 calendar days of the conviction. Federal contracting agencies will be notified when appropriate.

SEARCHES

Entering Gordon H. Bayer, Inc's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of:

- Pockets and clothing
- Personal property such as: wallets, purses, briefcases, backpacks and lunch bags or boxes
- Desks and work stations
- Vehicles and equipment

DRUG TESTING

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in:

- Pre-employment
- Pre-duty
- Periodic
- Random
- Post-accident
- Reasonable suspicion
- Return-to-duty
- Follow-up

The substances that will be tested for upon request of management are:

- Amphetamines
- Cannabinoids (THC)
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Alcohol
- Barbiturates
- Benzodiazepines
- Methaqualone
- Methadone
- Propoxyphene

Testing for the presence of alcohol will be conducted by analysis of breath, saliva or blood. Testing for the presence of the metabolites of drugs may be conducted by the analysis of urine, breath, blood, hair, saliva, and sweat. Any employee who tests positive will be handled as per Employee Drug and/or Alcohol Policy.

CONSEQUENCES

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. If an employee violates the drug-free workplace policy, he or she will be handled as per Employee Drug and/or Alcohol Policy.

RETURN-TO-WORK AGREEMENTS

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

SHARED RESPONSIBILITY

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the Supervisor's Safety Committee / Management responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

COMMUNICATION

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy and assistance programs will be reviewed at safety meetings.
- All employees will receive an update of the policy annually with their paychecks.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

EMPLOYEE ASSISTANCE PROGRAM

Gordon H. Baver, Inc. recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by Gordon H. Bayer, Inc. through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.