

SUBSTANCE ABUSE POLICY and PROGRAM

For:



Dated: 01-08-2016

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Purpose of the policy:

R.W. LaPine, Inc. substance abuse policy and program is established to: (1) ensure a safe work environment for employees; (2) protect employees and R.W. LaPine, Inc. property; and (3) increase productivity.

Application:

This policy applies to all R.W. LaPine Inc. job classifications, including management and owner employees.

When policy applies:

The policy shall apply to employees when they are on R.W. LaPine, Inc. or on “premises”. R.W. LaPine, Inc. premises is defined for the purpose of this policy as all property, facilities, land platforms, buildings, structures, fixtures, installations, automobiles, trucks and other vehicles, whether owned, leased or used by R.W. LaPine, Inc.

The policy also prohibits the use of “prohibited substances” while off R.W. LaPine, Inc. premises if such use in any way affects the employee’s ability to safely or competently perform his/her job.

Statement of policy:

Prohibited substances on R.W. LaPine, Inc. premises. This policy prohibits the use, possession, concealment, transportation, promotion or sale on R.W. LaPine, Inc. “time or premises” of “prohibited substances”, defined as:

1. Illegal drugs, controlled substances (including trace amounts)
2. Alcoholic beverages
3. Prescription drugs which are known to or may impair a person’s work performance – except under the following conditions:
 - a. Employees shall inform their supervisor prior to using prescribed drugs with impairment potential on the job.
 - b. Each vial shall be in the employee’s name.
 - c. Each prescription shall be no older than one year of the date issue.
 - d. Employees shall possess only enough medication for that normal work shift.

NOTE: R.W. LaPine, Inc. at all times reserves the right to have its company physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the employee’s work activity.

4. Any other substances, which inhibit the employee's ability to competently or safely, perform his/her job.

Prescription drugs and other medications:

Employee's using prescription drugs or using over-the-counter drugs which are known to or may cause impairment are responsible for being aware of any potential effects such drugs may have on their judgment or ability to perform the duties and for reporting such use to their supervisor prior to beginning work. If an employee fails to comply with prescription restrictions stated in this policy, neither a physician's prescription nor other medical reasons will be an acceptable excuse for being found in violation of the provisions of this policy. Violations of this policy as it relates to prescription drugs or over-the-counter drugs, which are known to impair, shall be treated as any other violation under this policy. Supervisors and Union officials shall maintain the confidentiality of any information regarding an employee's use of prescription drugs.

Implementation and enforcement of policy:

The following procedures will be employed to assure compliance with the policy:

Testing: Employees or potential employees will be requested to submit to substance testing, including, but not limited to, urinalysis, saliva, blood, plasma, breath, hair follicle or other "state of testing" procedures:

1. As a condition of consideration for employment.
2. If R.W. LaPine, Inc. has reasonable suspicion to believe that use of prohibited substances has impaired the employee's ability to competently or safely perform work.
3. If the employee has been found to be in possession of any of the above – prohibited substances.
4. Following an accident or incident in which safety precautions were violated or careless acts were performed.

Random Testing: R.W. LaPine, Inc. reserves the right to randomly test, at any time, employees that have successfully completed the company's employee assistance plan as a condition of a last chance agreement entered into between the employee and R.W. LaPine, Inc. Such employees must agree in writing to submit to random testing as a condition of continued employment. In addition, random tests may be performed as necessary to comply with state or federal laws or regulations.

Pre-Employment Testing: Consideration for employment at R.W. LaPine, Inc is contingent upon submitting to a substance-screening test. Employment applicants will be required to sign a substance screening test consent form allowing: (1) Company to administer the independent laboratory retained by company to analyze the specimen.

Applicants that test positive on the substance-screening test shall be given the opportunity to explain their positive test score. Only explanations that can be verified by reference to

information provided on the substance screening test consent form will qualify an employee further consideration. R.W. LaPine, Inc. retains the sole discretion to accept or reject such explanations.

Candidates that cannot adequately explain a confirmed positive test result by reference to information disclosed on the substance screening consent form shall be ineligible for employment consideration for a period of twelve (12) months following the date of the first test. Candidates that regain eligibility upon the passage of this twelve (12) month period shall be forever disqualified from employment at R.W. LaPine, Inc. upon a second confirmed positive substances test if the result cannot be explained by reference to information disclosed on the substance screening consent form.

Implementation and enforcement of policy:

Refusal to submit to test or searches: No employee search or substance test will be conducted without the employee's written consent. However, an employee that refuses to submit to a search within the scope of proper reasonable suspicion to substance testing will be subject to disciplinary action up to and including discharge.

Employment applicants that refuse to submit to testing as required by this policy will be ineligible for the further consideration until one (1) year after the date of refusal.

Records and confidentiality of test results: Negative test results for job applicants will be maintained by R.W. LaPine, Inc. in a file separate from the applicants personnel file for twelve (12) months following the date of the initial testing.

Substance screening results shall be strictly confidential and will not be disclosed for any reason (without the subjects written authorization), except as required by proper administrative or court order.

Searches: Employees while on R.W. LaPine, Inc. premises shall be required as a condition of employment to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc. when R.W. LaPine, Inc. has cause to believe that an employee has used, possesses or is concealing, transporting, promoting or selling prohibited substances as defined in this policy.

Such searches will be conducted in a private area, when possible, with a witness of the employee's choice. A written inventory will be taken on a standardized form including the date, time, person involved, items identified and initials of all parties involved.

Employee Privacy: Testing and searches will be conducted with due regard for the personal privacy of each employee.

Substance abuse problems: R.W. LaPine, Inc. recognizes that an employee's job performance may be adversely affected due to a variety of reasons, including personal problems, emotional illness, substance abuse, etc. R.W. LaPine, Inc. further recognizes that such problems are treatable and supports employees who actively seek help for their problems.

Implementation and enforcement of policy:

Substance abuse problems: Individuals discharged for substance abuse under this policy, may, at R.W. LaPine, Inc.'s sole and absolute discretion without preconsent, be offered the opportunity to enter into a "Last Chance Agreement".

The Last Chance Agreement shall provide that an employee discharged for substance abuse may return to employment at R.W. LaPine, Inc. under the following conditions:

1. The employee admits that he/she has a substance abuse problem and signs an acknowledgement prepared by the R.W. LaPine, Inc. to that effect.
2. The employee agrees to submit to random testing for the remainder of his/her employment with the R.W. LaPine, Inc.

Employees returning to work after meeting the above requirements shall be subject to immediate discharge for any violation of this policy or if random testing yields a positive result for any prohibited substances as defined in this policy.

AT-WILL EMPLOYMENT

Nothing in this policy alters the employment at-will status of R.W. LaPine, Inc. subject to the terms of the collective bargaining agreements entered into by the Company, in its sole judgment and discretion, may terminate the employment of any employee with or without cause, at any time, for any or no reason, with or without notice.