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Southern Heat Exchanger Services (SHES) has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, but to all those who work with the user. The possession, use or sale of an illegal drug or alcohol in the workplace may also pose unacceptable risks for safe, healthful and efficient operations.

SHES recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation and intent of SHES to maintain a safe, healthful and efficient working environment for all of its employees and subcontractors and to protect SHES property, equipment and operations.

While the intent of this policy is not to “catch” employees, SHES will utilize every reasonable means to maintain a drug and alcohol-free work environment for its employees, customers, and the general public as well.

SHES shall reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol and/or drug rehabilitation program, as discussed herein below, provided that the reasonable accommodation does not impose an undue hardship on SHES.

With these basic objectives in mind, SHES has established the following Policy with regard to use, possession or sale of alcohol or drugs.

#### I. **Pre-employment Screening**

All successful candidates for employment shall be required to undergo urinalysis or other screening to detect the presence of illegal drugs and/or alcohol use which may indicate a potential for impaired or unsafe job performance. Screening shall be administered as part of the applicants’ employment physical examination and the job offer to the candidate is conditioned upon the results of the screening. Refusal by a candidate to submit to a test shall result in denial of employment.

#### II. **Alcohol/Drug Testing of Employees**


A. On the job use, possession or sale of drugs or alcohol is prohibited

##### 1. ALCOHOL

The use, sale, possession, purchase, transfer or storage of alcoholic beverages by an employee of SHES or any affiliated company, while in the course of employment, in SHES or client vehicles, on SHES or client property and/or while performing SHES business is prohibited. No employee shall report to work nor operate company/client owned or rented mobile equipment or vehicles while under the influence of any alcoholic beverage whereby the employee is affected in any detectable manner.

##### 2. ILLEGAL DRUGS

The use, sales, possession, purchase, transfer or storage of an illegal drug by any employee while in the course of employment, in SHES or client vehicles, on SHES or client property and/or while performing business is strictly prohibited. No employee shall report to work nor operate company/client owned or rented mobile equipment or vehicle while under the influence of any illegal drug whereby the employee is affected in any detectable manner.

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The presence of any illegal drug in any detectable amount under the aforementioned circumstance is strictly prohibited. As defined herein, an illegal drug is any drug which is not legally obtainable or any drug which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

### 3. LEGAL/PRESCRIPTION DRUGS

Prescription drugs are also a cause for concern if they affect the ability of an employee to work safely. Employees taking a drug prescribed by a licensed physician must have the drug in its original container which identifies the drug, dosage, date of prescription and authorizing physician. It is the responsibility of the employee to notify his supervisor of the drugs used. This should be done with the use of the "PRESCRIPTION DRUGS & OVER-THE -COUNTER MEDICATION FORM", Exhibit C. The supervisor will check with either the client's medical department or SHES Personnel Department regarding any work restrictions that should be observed while taking the prescribed drug.

### 4. DISCIPLINARY ACTION

VIOLATION OF THIS POLICY CONCERNING SUBSTANCE ABUSE CAN RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT EVEN FOR A FIRST OFFENDER.


SHES reserves the right to review each case individually and to take appropriate disciplinary action based upon the circumstances of the particular case.

## B. DRUG AND ALCOHOL SCREENING

### 1. SEARCHES OF PROPERTY

Unannounced Searches: SHES may conduct unannounced searches for illegal drugs or alcohol on SHES facilities and/or clients' jobsites. Any employee's consent to a search of his personal property is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

- a. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee or employees are in violation of the policy.
- b. Searches of SHES facilities and property may be conducted at any time and do not have to be based upon reasonable suspicion.
- c. SHES may conduct entrance/exit gate searches individually or in conjunction with the entrance/exit gate searches of its clients. Gate searches may be conducted upon the entrance or exit based upon reasonable suspicion. An employee's consent to a search of his personal property is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

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## 2. DRUG/ALCOHOL SCREENING

SHES may require a blood test, urinalysis or other drug/alcohol screening of employees. An employee's consent to submit to such a test is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

Drug/Alcohol screening may be required under any of the following circumstance:


- a. Random Screening: SHES reserves the right to conduct periodic group screening of employees will be chosen at random to submit to drug/alcohol screening through a blood sample, urinalysis or similar procedure.
- b. Unfit Condition: An employee may be required to submit to drug/alcohol screening when there is a reasonable suspicion by SHES or client supervision that the employee is in an unfit condition, i.e. not capable of performing work in a safe or productive manner.
- c. Industrial Accident: An employee may be required to submit to drug/alcohol screening if, in the course of employment, the employee is involved in any incident concerning personal injury or property damage to the employee or others. In the event that any employee requires off-site medical treatment as the result of an industrial accident, the individual may be asked to submit to drug/alcohol screening as medical treatment is being provided or as soon thereafter as practicable.
- d. Safety Rule Violation: An employee may be required to submit to drug/alcohol screening if the employee violates a safety rule of SHES/Client which thereby creates a substantial risk of personal injury or death to the employee or others.
- e. To Meet Client Testing Requirements: An employee may be required to submit to drug/alcohol screening to meet the testing requirement of the client's drug and alcohol policy.

## 3. REFUSAL

ANY EMPLOYEE WHO REFUSES TO SUBMIT TO DRUG/ALCOHOL SCREENING MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, EVEN FOR A FIRST OFFENSE.

## III. **Rehabilitation**

SHES recognizes that under certain circumstances substance abuse is a treatable health problem. It is, however, the responsibility of the employee to seek assistance in an approved alcohol and/or drug rehabilitation program before alcohol and/or drug problems lead to disciplinary actions or discharge. While SHES will not provide financial assistance for treatment, an employee seeking treatment will not jeopardize his/her job security provided that the employee is not in violation of any other section of this policy or other Company/Client rules; that the employee successfully completes the rehabilitation program, and is able to return to employment with appropriate behavior and performance.

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SHES reserves the right to required periodic drug/alcohol testing of said employee as a condition of their return to employment or continued counseling programs.

All current employees will acknowledge that they have read and agree to this policy, by signing and dating this document and completed the **“EMPLOYEE DRUG/ALCOHOL SCREEN CONSENT AND RELEASE”**.

All applicants for employment will be required to read and sign this document, agreeing to all above stated provisions complete the **“PRE-EMPLOYMENT DRUG/ALCOHOL SCREEN CONSENT AND RELEASE”** Form (Exhibit B) and “pass” a pre-employment drug screen as a condition of employment.

I have received a copy of the SHES Field Services Substance Abuse Control Policy. I acknowledge that I have read this Document and agree to abide by the Policy.

I also acknowledge that I fully understand it is prohibited by this policy to be under the influence of alcohol or illegal drugs while operating a company or clients owned or rented vehicle or mobile equipment.

**Employee**

**Dated**