

## **Drugs, Alcohol, and Weapons Policy**

The purpose of Triune's drug and alcohol policy is to set forth general guidelines governing drug and alcohol abuse as it relates to employees, contractors, sub-contractors, and vendors. This policy is based on the strong commitment to first and foremost provide a safe workplace for our employees and associates. To this end, employees and associates are encouraged to report any drug/alcohol abuse which may impair or cause one to be unfit for work assignment.

No officer, employee, agent or contractor shall report to work will under the influence of illegal drugs or alcohol. In cases of suspected drug/alcohol abuse the employee will be asked to submit to testing by an authorized facility. Any employee testing positive is subject to discharge. Triune also performs mandatory drug and alcohol testing on employees assigned to sensitive areas.

Triune's policy is to ensure safe and productive working conditions and consistent with business necessity, the Company prohibits the use, possession, or distribution on its premises, in its work places, or during working time, of any of the following: alcoholic beverages, intoxicants, narcotics, illegal or unauthorized drugs or drug paraphernalia. Company employees and those of all subcontractors shall not report for work under the influence of any illegal or unauthorized drug, alcoholic beverage, intoxicant, narcotic, or other controlled substance. This includes legally prescribed drugs and medicines, which may, in any way, adversely affect employee's working ability, alertness and/or coordination or which may adversely affect the safety of others on the job.

**Drug Testing.** Consistent with the intent of this policy, the Company reserves the right to drug test potential employees as a condition of employment and thereafter may require randomly selected employees to take drug tests to ensure continuing compliance with the Company's drug policy. The Company also reserves the right to drug test based on reasonable suspicion.

Additionally, employees involved in an accident resulting in an industrial injury/illness or an accident which could have resulted in serious injury, death, or equipment damage, are immediately subject to a mandatory drug test.

**Searches.** Additionally, the Company reserves the right to search any Company property, facilities or equipment, employee vehicles or other personal property if located on Company property or work sites. The Company may seize any controlled substances and report the same to law enforcement personnel. Refusal to submit to such a search may result in suspension and possible termination.

**Prescription Drugs.** Legally prescribed drugs may be permitted on Company premises or work locations provided these drugs are contained in the original prescription container and are prescribed by an authorized medical doctor for the current use of the person possessing the drug. It is the responsibility of each employee who is taking prescribed medication to inform his physician of his job duties and to inform his supervisor of any such medication which would restrict him in performing his duties in a safe and efficient manner.

**Disciplinary Action for Drug Policy Violations.** Any employee who violates this policy, including failing to pass a drug test, refusing to submit to a drug test. or tampering with or adulterating a sample is subject to disciplinary action, including refusal to hire,

immediate termination, immediate removal from a work site, and future prohibition from the premises.

No weapons of any type will be allowed on the jobsite. This includes all firearms and spring loaded or pneumatic items capable of launching a projectile. No fixed blade knives (hunting) or folding knives over 4" long are permitted. No other obvious weapons such as brass knuckles, batons, or throwable devices are permitted. Violators will be terminated and/ or dismissed from the jobsite immediately.

I HAVE READ, UNDERSTAND AND AGREEE TO ABIDE BY THIS POLICY. IN ADDITION ALL OF OUR EMPLOYEES HAVE ALSO READ, UNDERSTOOD, AND AGREED TO ABIDE BY THIS POLICY.

Print full name and title: \_\_\_\_\_

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_