

**Boss Construction Inc.**  
**SUBSTANCE ABUSE POLICY**

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. The use of, possession, concealment, transportation, promotion or sale of illegal drugs on company premises is strictly prohibited. Company premises are defined to include any company properties, vehicles and construction sites. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol and set forth the following rules:

All new hire and returning employees shall submit to drug screening as a pre-condition of employment.

Employees are not to have in their possession any illegal drugs, controlled substances (including trace amounts), drug paraphernalia, look-a-likes and designer drugs.

Employees may not consume alcoholic beverages or take illegal drugs on our premises.

Employees may not report to work under the influence of drugs or alcohol.

The use of prescription drugs will be allowed under the following conditions:

1. Employees shall inform their supervisor prior to using prescribed drugs on the job.
2. Employees shall provide their supervisor of a copy of the pharmacy issued drug usage and precaution sheet(s) obtained at the time of purchase, listing side effects and use restrictions.
3. Each vial shall be in the employee's name.
4. Each prescription shall be no older than one (1) year of the date of issue.
5. Employee shall possess only enough medication for that normal work shift.

Boss Construction Inc. reserves the right, at all times, while on company premises as described above and as circumstances warrant, to have company supervisors or authorized Search and Inspection Specialists conduct searches and inspections of employees, or other persons in direct contact with employees and their lockers, company supplied living quarters, baggage, desk, tool boxes, clothing and vehicles on company premises, for the purpose of determining if such employees or other persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The employees' supervisor has the right to conduct an on-the-spot search and inspection of employees and their personal effects as described above if said supervisor has a "reasonable suspicion" that employees are in direct violation of any part of this policy.

All searches and inspections conducted by outside authorized specialists will be conducted in the presence of company supervision.

Searches (including urine drug screening or blood and plasma sampling) and inspections by specialists and company supervisors may be conducted from time to time without prior announcement. Searches will be performed with concern for the personal privacy of each employee or other individual.

In the event of an on the job injury the employee(s) shall submit to drug and alcohol screening at the location of medical treatment or first aid.

In the event of a non injury on the job accident the employee(s) shall submit to drug and alcohol screening if so requested by their supervisor.

If you are convicted under any federal or state criminal drug statute, you must notify an officer of the firm within five (5) days. This will be grounds for termination.

Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained or which is being used in a manner or for a purpose other than as prescribed.

### **Illegal or Unauthorized Items**

The use of, possession, concealment, transportation, promotion or sale of the following items or substances are strictly prohibited from the company premises by all employees.

- Illegal drugs, controlled substances (including trace amounts), look-a-likes and designer drugs.
- Unauthorized alcoholic beverages;
- Firearms, weapons, explosives and ammunition,
- Unauthorized items
  - Any stolen property
  - Drug paraphernalia
- Unauthorized prescription drugs except under the following conditions.
  - Employees shall inform their supervisors prior to using prescribed drugs on the job
  - Each vial shall be in the employee's name.
  - Each prescription shall be no older than one (1) year of the date issued
  - Employee shall only possess enough medication for that normal work shift.

This company reserves the right, at all times, while on the premises and properties to have company supervisors or authorized SEARCH AND INSPECTION searches of employees, or other persons and their lockers, living quarters, baggage, desk, tool boxes, clothing and vehicles, for the purpose of determining persons are in possession, use, transportation or concealment of any of the prohibited items and substances.