

Platinum Vapor Control's Alcohol and Drug Abuse Policy

The policy of Platinum Vapor Control (PVC / Platinum) is to maintain a drug-free workplace. The term "workplace" is defined as PVC and/or any PVC sponsored site or any other site where any Platinum employee is engaging in the performance of work for Platinum Vapor Control and/or the client. Platinum has no tolerance for drug or alcohol abuse by its employees. The use of any illegal drugs, intoxicants, or controlled substances (without a prescription or in violation of doctor's orders) is strictly prohibited. Illicit drug use and indiscriminate alcohol consumption put everyone at risk and cannot be tolerated. In keeping with our efforts to promote health and safety and protect the interests of our employees, clients, and Platinum, we cannot allow anyone to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or controlled substances at any time on Platinum premises, in Platinum vehicles, or while on Platinum business. Furthermore, the involvement of employees in these activities off the job raises significant concerns for Platinum and will be treated with equal severity.

The company reserves the right to require existing employees to submit to medical evaluation, including substance-abuse testing where there is reasonable suspicion to believe that job performance is being impaired by substance or alcohol abuse. "Reasonable suspicion" means suspicion based on information regarding, among other things, the appearance, behavior, speech, attitude, mood, smell and/or breath odor of any employee. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees suspected of possessing alcohol, illegal drugs, intoxicants, or controlled substances are subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, briefcases, and clothing, and all Platinum Vapor Control's property, are also subject to inspection and search, with or without notice. Employees who violate PVC's drug and alcohol abuse policy will be removed from the workplace immediately. PVC may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction or negotiated pleas, including nolo contendere, for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of Platinum's drug and alcohol abuse policy, including having a positive drug-test result, may lead to disciplinary action, up to and including termination. To inform employees about important provisions of this policy, PVC has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their manager or the HR Department to receive assistance or referrals to appropriate resources in the community.

Platinum Vapor Control is committed to maintaining a drug-free workplace to promote both the quality of its services and the safety of its employees, its customers, and the public. Every employee is subject to the rules issued in this Controlled Substance Use & Alcohol Misuse Policy and shall follow the Policy as defined. Every PVC employee:

1. Is prohibited from using, possessing, selling, purchasing, manufacturing, distributing, or transferring alcoholic beverages and/or controlled substances and/or other performance impairing substance while on duty and/or on PVC property and any PVC business; and,
2. Is prohibited from being on PVC's property, its clients/customer's property, sites or facilities, and/or reporting to work or performing work with a measurable amount of alcohol and/or

- controlled substance and/or performance impairing substance in his/her system; and,
3. Is prohibited from the consumption of alcohol within four hours of the employee's scheduled time to report for work, or within eight hours following an accident or until the employee takes a post-accident alcohol test, whichever occurs first; and,
 4. Is required to submit to an alcohol and/or drug test when directed by PVC; and,
 5. Is prohibited from tampering (adulteration and/or substitution) or attempting to tamper with any alcohol and/or interfering with the testing/collection process; and,
 6. Is required to notify his/her supervisor within five calendar day of any conviction for a drug related crime; and,
 7. Is responsible for informing his/her physician when being prescribed medication(s) that he/she is covered under the terms of this Policy. The employee shall use medically authorized drugs and/or over-the-counter medications in a manner which will not impair job performance; and
 8. Shall promptly report to his/her supervisor whenever he/she is prescribed and/or uses an over-the-counter medication that might cause job performance important.

Searches of employees and their personal effects, desks, work areas, lockers, and vehicles (while on PVC property) may be conducted at such times and places as necessary to determine compliance with this Policy.

Violation of this Policy shall result in disciplinary action, up to and including termination, even for a first offense.

This testing program will be conducted in accordance with the standards of DISA Global Solutions and the U.S. Department of Transportation (DOT), 49 CFR Part 40, PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS except when those standards are in conflict with this Policy or when not applicable to a non-DOT testing program (example: custody and control form used for specimen collection). 49 CFR Part 40 procedures, which will be applied to this testing program, include, but are not limited to, use of a specimen collection/alcohol testing site with trained personnel, split specimen collection, use of a laboratory certified by the Department of Health and Human Services (DHHS or HHS), and use of a Medical Review Officer (MRO) to investigate laboratory positives.

Platinum Vapor Control has adopted the following Policy regarding controlled substance use and alcohol misuse. Each PVC employee shall read the Policy and must sign the EMPLOYEE ACKNOWLEDGEMENT RECEIPT and agree to comply with the terms of the Controlled Substance Use & Alcohol Misuse Policy as a condition of continued employment.

1.0 POLICY STATEMENT

Because of our concern for the safety of our employees, our property, customers/clients, the public and our concern about the productivity of our workforce, PVC has adopted a Controlled Substance Use & Alcohol Misuse Policy that is applicable to all employees. Our purpose in adopting this Policy is to further the PVC objective of establishing and maintaining a work environment free from the adverse effects of drug use and alcohol misuse.

2.0 PROHIBITED CONDUCT

Platinum Vapor Control strictly prohibits reporting to or being at work with a measurable amount of illegal drugs and/or alcohol in the body. Platinum Vapor Control's workplace is defined as any

Platinum Vapor Control vehicle, sponsored site or any other site where any PVC employee is engaging in the performance of work for Platinum, and or the client. The manufacture, distribution, dispensing, possession, sale purchase, and/or use of drug paraphernalia, and/or a prohibited controlled substance and/or alcohol while on PVC property or PVC business with its clients/customers is a violation of this Policy. Further, the misuse, unauthorized use or possession of prescription drugs or alcohol while on PVC property or PVC business is a violation of the Policy. The use of any substance which causes or tends to contribute to unacceptable work performance is also prohibited.

The use of alcohol at PVC approved functions (business meals, employee gatherings, celebration events, cocktail hour at conferences, etc.) is acceptable if (1) The activity and/or an employee’s involvement in an activity is pre-approved by the PVC management and (2) Such consumption is done in moderation so as to protect the safety of the employee, fellow employees, clients and the public in general.

Platinum Vapor Control strictly prohibits using, possessing selling, manufacturing, distributing, concealing or transporting contraband including firearms, ammunition, explosive and weapons.

2.1 Illegal Drugs and Alcohol Testing

The presence of a detectable amount (see table below) of an illegal drugs(s) or Alcohol in an employee while performing PVC business or while in a PVC vehicle, facility and/or on PVC property is prohibited. Additionally, a positive result of an illegal drug(s) or alcohol will prohibit an employee from performing any further PVC business in the workplace or a customer/client site or facility of any kind. Any employee who has a lab confirmed “positive test for any of the foregoing drugs or alcohol is in violation of this Policy, unless the employee demonstrates to the MRO a medical explanation for the presence of the drug(s) (in which case the MRO will rule the test result as “negative”).

Platinum Vapor Control will test for the 13 controlled substances at following levels:

Drug	EMIT Test	GC/MS Test
	Initial	Confirmation
6MAM		
Alcohol	0.02% (BAC)	0.04 (BAC)
Amphetamines	300 ng/ML	300 ng/ML
Barbiturates	300 ng/ML	100 ng/ML
Benzodiazepines	300 ng/ML	100 ng/ML
Cannabinoids (Marijuana)	20 ng/ML	10 ng/ML
Cocaine	150 ng/ML	100 ng/ML
Methadone	300 ng/ML	100 ng/ML
MDA-Analogues	300 ng/ML	100 ng/ML
Methaqualone		2000 ng/ML
Opiates	2000 (ng/ml)	2000 ng/ML
Phencyclidine	25 ng/ML	25 ng/ML
Propoxyphene	300 ng/ML	200 ng/ML

Platinum Vapor Control reserves the right to alter the testing panel and threshold levels as substance usage availability patters suggest the need for change.

All specimens will also undergo validity testing. Validity testing is the evaluation of the specimen to

determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

3.0 DISCIPLINARY ACTION

Violation of this Policy may result in termination, even for a first offense violation.

4.0 SEARCHES

Platinum Vapor Control and/or customer supervisors may conduct unannounced searches for illegal drugs, and/or drug paraphernalia and/or alcohol in PVC facilities and/or on PVC property. Entering the PVC property constitutes consent to searches. Employees are expected to cooperate in the conducting of such searches.

Searches of employees and their personal property which includes, but not limited to, lunch containers, brief cases, desks, work areas, lockers, and vehicles (while on PVC property) may be conducted when there is reasonable condition of continued employment and the employee's refusal to consent shall result in immediate termination.

No employee will be touched as part of the search or detained without his/her consent. Employees being searched may be asked to empty pockets and remove hats and out clothing including jackets, coveralls or slickers.

Drugs discovered on PVC property will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

5.0 **TESTING** – DISA administers the drug testing program for Platinum Vapor Control.

5.1 General

Platinum Vapor Control utilizes and abides by DISA's drug and alcohol testing services. No alcohol or drugs, except prescription and over-the-counter drugs needed during the work shift are permitted on the work site. Workers who are taking prescription medication must notify Platinum's Operation Manager on site of the type of medication being used and workers must have the permission of Management to continue working while taking the medication particularly if the medication can cause drowsiness, dizziness and may affect their work. Additionally, this policy extends to the use of over-the-counter medications if the medication can cause drowsiness or dizziness that may affect their work.

No one under the influence of alcohol or mind-altering drugs will be allowed on the work site. The use of alcohol at work is prohibited, and the use of illegal drugs at any time is prohibited. Intentional misuse of prescription or over-the-counter drugs is also prohibited.

5.2 Platinum Vapor Control Drug and alcohol testing will be performed by an independent drug/alcohol testing lab and sent to DISA's MRO. Employee will comply with all procedure and protocols established by the independent testing service. An employee's failure to submit to a drug and/or alcohol test or to comply with all procedures and protocols established by the independent testing service is a violation of this Policy and may result in discipline, up to an including termination.

5.3 A Medical Review Officer (MRO) through DISA will review the result of the drug testing process. The primary responsibility of the MRO is to review and interpret lab positive drug/alcohol test results. It is important to remember that positive laboratory test result does not automatically identify an employee/applicant as a user of prohibited drugs. The MRO must review lab positive drug test results and determine whether any legitimate alternative medical explanation could account for the positive result.

5.4 When an employee is notified to go to the collection site for specimen collection and/or alcohol test, they will be allotted 30 minutes plus reasonable travel time to report in at the collection/testing site.

5.5 Drug and Alcohol Testing will be Conducted in the Following Situations:

5.6 Post-Offer of Employment

5.7 All applicants who have received a conditional offer of employment will be required to submit to a drug and alcohol test for specimen collection. A Medical Review Officer (MRO) through DISA will review the results of the drug testing process. The primary responsibility of the MRO is to review and interpret lab positive drug/alcohol test results. PVC will withdraw the conditional offer of employment to any applicant who tests “positive” for the presence of alcohol or a substance prohibited under this Policy.

5.8 Random (where permitted by state law)

Random testing will be applicable to all employees PVC. A method of random selection will be administered by the independent testing service to ensure that an employee is selected by chance. All employees will be in the random selection pool every time a drawing is made. No employees will be excluded merely because he/she has previously been randomly selected and tested. Random testing will be conducted at an annual rate of at least 50 percent for both drugs alcohol. PVC reserves the right to alter the random testing rate.

5.9 Post-Accident

When an employee’s performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident, the employee will be required to submit to post-accident testing. An employee must submit to a post-accident drug and alcohol test as soon after an accident as possible, but no later than thirty two hours after an accident for drugs and no later than eight hours for alcohol. An individual removed from customer company property will be allowed to return to work only after the company conducts alcohol and drug testing on the individual and the company receives a negative drug and alcohol test from the MRO.

Nothing in this policy shall be construed to require the delay of necessary medical attention for injured persons following an accident or to prohibit an employee from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

5.10 Reasonable Suspicion

An employment may be tested for drugs and/or alcohol when supervisors have reason to believe that the employee may be violation of this Policy. A decision to test will be generally based on two competent supervisors’ evaluation of contemporaneous physical, behavioral, or performance factors

which may cause the supervisors, in the exercise of their discretion, to suspect possible drug use and/or alcohol misuse. For instance, repeated errors on the job, rule violations or unsatisfactory time and attendance patterns, or a specific contemporaneous event that indicates possible drug use and/or alcohol misuse, could provide a basis to test an employee. Alcohol testing may be conducted based solely on breath or body odor detected by one supervisor.

In all cases of reasonable suspicion, testing will be done and PVC shall provide transportation to and from the collection/testing site as well as to the employee's place of residence or other mutually agreeable location should the testing outcome be positive or unknown.

In the event that the results are unknown in a reasonable suspicion testing situation, the employee will be temporarily suspended from duty with pay until the results are known.

5.11 Testing of the Split Specimen

An employee or applicant whose drug test was reported as positive by the MRO may request a test of the spit specimen, if the employee submits a written request to the MRO within seventy two (72) after being made aware of the test results. The employee or applicant must pay for the cost of the split test. If the results of the split test are "negative, the PVC will reimburse the individual. The split test may be conducted at the same DHHS laboratory where the specimen was initially tested or at another DHHS certified laboratory. Selection of the laboratory will be determined by the MRO with input from the employee.

6.0 EMPLOYEE ADMISSION OF CONTROLLED SUBSTANCE USE and/or ALCOHOL MISUSE

6.1 Employee who admit to controlled substances use and/or alcohol misuse are subject to the referral, evaluation and treatment requirements of this Policy, that is; evaluation by a Substance Abuse Professional, required treatment, follow-up testing etc.

6.2 An employee is not permitted to self-identify in order to avoid testing under the requirements of this Policy.

6.3 An employee must make an admission of alcohol misuse or controlled substances use prior to reporting for duty.

6.4 The employee will not be permitted to return to work until PVC is satisfied that the employee has been evaluated and successfully completed education and/or treatment requirements as directed by a Substance Abuse Professional.

6.5 Prior to the employee returning to work, the employee shall undergo a return-to-duty test with a result indicating an alcohol concentration of less than 0.02; and/or a return-to-duty test controlled substance test with a verified negative test result for controlled substances.

7.0 COST

The cost of all testing, except the testing of the split specimen (see Section 5.11), will be paid for by PVC. All cost associated with a SAP evaluation and required rehabilitation are the responsibility of the employee.

8.0 CONFIDENTIALITY

Platinum Vapor Control will carry out this Drug and Alcohol Policy in a manner which respects the dignity and confidentiality of those involved.

9.0 AUDIT

Platinum Vapor Control shall keep records available for inspection by customers during the period that PVC is performing work for customers and for a period of (3) years after company ceased to perform work for that customer.



**EMPLOYEE ACKNOWLEDEMENT RECEIPT
OF PLATINUM VAPOR CONTROL'S DRUG AND ALCOHOL POLICY
AND
CONSENT TO SEARCH**

I, the undersigned employee of the Platinum Vapor Control (PVC) hereby acknowledge:

I have received a copy of the Platinum Vapor Control's Drug and Alcohol Policy for review. I have had an opportunity to ask questions about the Policy, and I understand the requirements of the Policy.

I understand that, among other things, the PVC Drug and Alcohol Policy requires employees to submit to random tests to be analyzed for the presence of unauthorized controlled substances and/or alcohol; that the presence of a detectable trace of any unauthorized controlled substance and/or alcohol is grounds for disciplinary action up to and including termination of my employment; and that cooperation is voluntary, but that refusal to submit a specimen for testing is grounds for termination.

I understand and consent to searches as outlined in the Policy.

I agree to comply with the terms of the Policy or any changes or amendments thereto and understand that noncompliance with the Drug and Alcohol Policy shall result in disciplinary.

Employee's Signature

Date

Print Employee's Name

Social Security #