



## ***DRUG FREE WORKPLACE PROGRAM POLICY***

**POLICY:** C3 INDUSTRIAL BLASTING & COATING, INC. (hereafter referred to as “the Company” or “C3 INDUSTRIAL”) has a direct responsibility to each employee to provide all necessary safeguards for employee safety and health in their assigned work environment. The purpose of this policy is to meet the following objectives:

1. To reduce the incidence of injury to persons and property.
2. To reduce absenteeism, tardiness and indifferent job performance.
3. To provide assistance toward outpatient rehabilitation for any employee who seeks the company’s help with any addiction to, dependence upon or problem with alcohol or drugs.

In order to meet these objectives, specific items are prohibited on company job sites, on company property, and during work hours. Therefore, it is the policy of C3 INDUSTRIAL to prohibit the use, sale, distribution, dispensation, manufacture, transportation or possession of the following:

1. Alcohol (except at company-approved functions).
2. Controlled substances (including illegal and illicit drugs).
3. Designer (synthetic) drugs.
4. Look-alike drugs.
5. Drug related paraphernalia.

Working under the influence of or impaired by any of the above mentioned items is strictly prohibited. In addition, an employee can be terminated automatically for refusing to take a drug or alcohol test requested under this policy.

**NOTE:** The occasional authorization of alcoholic beverages at company-approved functions does not relieve employees of the responsibility of exercising moderation and judgement so as not to cause danger or embarrassment to themselves, other employees, the general public or the Company’s reputation.

**DENIAL OF BENEFITS:** This policy is established pursuant to the Drug Free Workplace Program under the Tennessee Worker’s Compensation Law. This law provides that an employee who tests positive for drugs and alcohol following an injury incurred in the course and scope of his or her employment forfeits his or her eligibility to receive worker’s compensation benefits. Medial and indemnity benefits may be denied regardless of the State in which the injury occurs. State laws vary regarding loss of worker’s compensation benefits and will be handled on a case by case basis. Refusal to take a drug or alcohol test will result in the same forfeiture. In addition, an employee can be terminated automatically for refusing to take a drug or alcohol test requested under this policy.



**VOLUNTARY REHABILITATION:** C3 INDUSTRIAL recognizes that alcohol and drug abuse are problems which are responsive to proper treatment and rehabilitation. However, there are specific conditions and procedures an employee is expected to acknowledge and follow when seeking assistance from the Company for an abuse problem. The conditions are as follows:

1. The affected employee has never been disciplined by C3 INDUSTRIAL for any offense related to the use, sale, distribution, dispensation, manufacture, transportation or possession of any of the prohibited items listed in this policy.
2. The affected employee has never been directed by C3 INDUSTRIAL, based upon reasonable cause, to submit to alcohol or drug testing.
3. The affected employee has never been arrested for or convicted of any offense related to the prohibited items listed in this policy by any law enforcement agency.
4. The affected employee comes forth voluntarily before any involvement in an on-the-job accident, and has not previously tested positive for alcohol and/or drug usage.

If these criteria are met, C3 INDUSTRIAL in good faith shall attempt to refer the employee to appropriate medical treatment and counseling. The employee will be granted an unpaid leave of absence; if necessary, to undertake such rehabilitative treatment. If a leave of absence is necessary, C3 INDUSTRIAL does not guarantee a reinstatement to work. However, the employee will be eligible for re-hire upon fulfilling the following conditions:

1. The former employee obtains a written statement from the counselor or attending physician, stating that he or she has successfully completed rehabilitative treatment.
2. The employee successfully completes an alcohol and drug test.
3. Any employee suffering from an alcohol or drug problem that rejects treatment or who leaves a program prior to being properly discharged will be immediately terminated. The recurrence of an alcohol or drug problem may be cause for termination. All costs incurred as the result of attending an alcohol and/or drug rehabilitation are the direct responsibility of the employee. All voluntary employee information will be held strictly confidential.

**ALCOHOL AND DRUG TESTING:** All applicants and employees of C3 INDUSTRIAL are subject to alcohol and/or drug testing based on the following:

1. An applicant is seeking employment or re-employment.
2. An applicant is returning to work after an official lay-off of six months or more.
3. Contractual obligations between C3 INDUSTRIAL and their clients.
4. An employee is involved in an on-the-job accident that results in a fatality or professional medical treatment for injured personnel. This includes accidents involving damages to company equipment, property, and vehicles.
5. Random Selection – DOT & non-DOT employees
  - a. DOT employees (CDL drivers) selected for random drug tests will be required to take the DOT and non-DOT drug tests.
  - b. Non-DOT employees selected for random drug tests will be required to take the non-DOT drug test.



6. Reasonable suspicion of drug and/or alcohol use.
7. Follow-up Testing: An employee, who in the course of employment, enters an employee assistance program for drug related program or an alcohol and drug rehabilitation program, may be tested as a follow-up measure and thereafter on a quarterly, semi-annual or annual basis for two (2) years thereafter.
8. Government mandated testing, such as the Department of Transportation's testing requirements for specific motor carriers (i.e. Commercial Driver's License).

**INITIAL TEST:** The initial screen for all drugs shall use an immunoassay, except that the initial test for alcohol shall be enzyme oxidation methodology or breathe alcohol.

New applicants will submit to alcohol and drug testing as the first step to obtaining employment with C3 INDUSTRIAL. New applicants will not be allowed to start work until the results of the alcohol and drug testing are obtained. Should any new applicant test positive based upon the established levels, they will be subject to termination. All CDL Driver's will be required to take the DOT & non-DOT drug test.

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The following cut-off levels shall be used when first screening specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding the following shall be reported as positive.

<b>DOT</b>	
Amphetamines	500 ng/ml
Amphetamine	500 ng/ml
Methamphetamine	500 ng/ml
MDMA	500 ng/ml
MDA	500 ng/ml
MDEA	500 ng/ml
Marijuana	50 ng/ml
Cocaine	150 ng/ml
Phencyclidine/PCP	25 ng/ml
Opiates	2000 ng/ml
Morphine	2000 ng/ml
Codeine	2000 ng/ml
6-acetylmorphine	2000 ng/ml

<b>NON-DOT</b>	
Alcohol	0.04 g%
Amphetamines	1,000 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Cocaine	300 ng/ml
Opiates	300 ng/ml
*Codeine	300 ng/ml
*Morphine	300 ng/ml
*Hydrocodone	300 ng/ml
*Hydromorphone	300 ng/ml
Oxycodone	100 ng/ml
Phencyclidine	25 ng/ml
Marijuana	50 ng/ml
Methadone	300 ng/ml
Propoxyphene	300 ng/ml
Mephedrone & MDPV	Trace
Methylenedioxypyrovalerone (K2, Spice)	Trace

\*Synthetic Opiates



**CONFIRMATION TEST:** All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS), except that alcohol will be confirmed using gas chromatography. The following confirmation cut-off levels shall be used when analyzing specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal to or exceeding the following shall be reported as positive.

Alcohol	0.04 g%
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<b>DOT</b>	
Amphetamines	250 ng/ml
Amphetamine	250 ng/ml
Methamphetamine	250 ng/ml
MDMA	250 ng/ml
MDA	250 ng/ml
MDEA	250 ng/ml
Marijuana	115 ng/ml
Cocaine	100 ng/ml
Phencyclidine/PCP	25 ng/ml
Opiates	300 ng/ml
Morphine	2000 ng/ml
Codeine	2000 ng/ml
6-acetylmorphine	10 ng/ml

<b>NON-DOT</b>	
Amphetamines	500 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Cocaine	150 ng/ml
Opiates	150 ng/ml
*Codeine	150 ng/ml
*Morphine	150 ng/ml
*Hydrocodone	150 ng/ml
*Hydromorphone	150 ng/ml
Oxycodone	100 ng/ml
Phencyclidine	25 ng/ml
Marijuana	115 ng/ml
Methadone	300 ng/ml
Propoxyphene	300 ng/ml
Mephedrone & MDPV	Trace
Methylenedioxypropylone (K2, Spice)	Trace

\*Synthetic Opiates

If these test confirm the presence of drugs or alcohol in the specimen of an employee, that



individual is subject to termination.

***As part of the testing procedures, the employee or applicant will be required to sign a consent and release form. Any employee or applicant who refuses to sign a consent and release form, cooperate and submit to such breathalyzer, urine and/or blood testing, as directed by C3 INDUSTRIAL, will no longer be eligible for employment. Any employee or applicant, testing positive on such a test, will not be eligible for further employment, but will be encouraged to seek and obtain professional assistance outside the Company, at his or her own expense. The former employee or applicant will be eligible for re-hire (although there is no commitment to the former employee or applicant), after the following criteria have been met and successfully completed:***

1. The former employee or applicant obtains a written statement from the counselor or attending physician, stating that he or she has successfully completed rehabilitative treatment.
2. The former employee or applicant successfully completes an alcohol and drug test.
3. The former employee or applicant submits and agrees to periodic or random alcohol and/or drug testing on an unannounced basis for up to two (2) years after their hiring or reinstatement to work.

***DOT/CDL REQUIREMENTS:*** Any employee who holds a Commercial Driver's License and is listed as a designated commercial vehicle driver for C3 INDUSTRIAL is subject to RANDOM drug testing selected on a percentage basis. Failure to participate in random drug testing will be cause for discipline, up to and including termination of employment.

***ALL EMPLOYEES:*** All employees, including DOT/CDL drivers are subject to RANDOM drug (non-DOT) testing selected on a percentage basis. Failure to participate in random drug testing when directed will be cause for discipline, up to and including termination of employment.

#### ***REPORTING OF RESULTS:***

##### ***A. Medical Review Officer (MRO)***

1. An approved NIDA laboratory shall report the test results to the MRO within seven (7) working days after receipt of the specimen by the laboratory.
2. The laboratory shall report as negative to the MRO all specimens which are negative on the initial test or negative on the confirmation test. Only specimens which are confirmed as positive on the confirmation test shall be reported positive to an MRO for a specific drug.
3. The laboratory shall transmit results to the MRO in a manner designed to ensure confidentiality of the information. The laboratory and MRO must ensure the security of the data transmission and restrict access to any data transmission, storage and retrieval system.
4. The MRO may request from the laboratory, and the laboratory shall provide, quantification of test results. The MRO shall evaluate the drug test results, which are reported by the laboratory, to verify by checking the chain of custody form, that the specimen was collected, transported, and analyzed under proper procedures, and to determine if any



alternative medical explanations caused a positive test result. The MRO shall review all medical records made available by the tested individual.

5. Upon verification of a negative test result, the MRO is required to retain the chain of custody forms confidentially for five (5) years.
6. Within three (3) days of the receipt of a positive test result from the laboratory, the MRO is required to notify the employee or applicant and to inquire as to whether prescriptive or over-the-counter medications could have caused the positive result. The individual has five (5) days after notification to submit documentation of any prescriptions relevant to the positive test result and to discuss the test result with the MRO.
  - (a) If the MRO is unable to contact a positively tested donor within three (3) days of the receipt of the test results from the laboratory, the MRO must contact the employer and request the employer to direct the donor to contact the MRO as soon as possible. If the donor does not contact the MRO within two (2) days following the request, the MRO will verify the test result as positive.
  - (b) The MRO may change the verification upon a showing of good cause by the donor as to why contact could not be made within two (2) days, only if the donor also presents information concerning a legitimate explanation for the positive test result.
7. Upon verifying a positive test result, the MRO must notify the employer in writing and retain the chain of custody forms confidentially for five (5) years.
8. If the MRO determines that there is a legitimate medical explanation for the positive test result, the MRO must report a negative test result to the employer. However, in circumstances where the MRO believes that the legal use of a drug or drugs would endanger the individual or others, or if the individual is in a safety sensitive or special risk position, the MRO must report the result as negative due to a validated prescription and must request that the individual be placed in a position which would not threaten the safety of the individual or others.
9. The MRO may order a re-analysis of the original sample at any NIDA approved laboratory.
10. Unless otherwise instructed by the employer in writing, all records pertaining to a given specimen shall be retained by the drug testing laboratory for a minimum of two (2) years.
11. The MRO for C3 INDUSTRIAL is:

Dr. Greg Elam  
National Toxicology Specialists, Inc.  
1425 Elm Hill Pike  
Nashville, TN 37210  
Phone: (615) 353-1888



## ***B. Employee Challenges***

1. Within five (5) working days after receipt of a positive confirmed test result from the testing laboratory, C3 INDUSTRIAL shall inform an employee or job applicant in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant.
2. C3 INDUSTRIAL shall provide to the employee or job applicant, upon request, a copy of the test results.
3. Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to C3 INDUSTRIAL explaining or contesting the test results, and why the results do not constitute a violation of company policy.
4. If an employee's or job applicant's explanation or challenge of the positive test results is unsatisfactory to the Company, a written explanation as to why that explanation is unsatisfactory, along with the report of positive results, shall be provided by the Company to the employee or job applicant within fifteen (15) days of receipt of the employee's or job applicant's explanation or challenge. All such documentation shall be kept confidential by C3 INDUSTRIAL and shall be retained by the company for at least one (1) year.
5. In the event of a workplace injury and the Company's decision to deny Worker's Compensation benefits due to a positive drug test, an employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims. If no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the results of a test, it shall be the employee's responsibility to notify the laboratory until the case is settled.
6. Within seven (7) days after testing based on reasonable suspicion, C3 INDUSTRIAL shall detail in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be
7. given to the employee upon request and the original documentation shall be kept confidentially by the company and retained for at least one (1) year.
8. During the 180-day period after written notification of a positive test result, the employee who has provided the specimen shall be permitted by the company to have a portion of the specimen retested, at the employee's expense. Such retesting shall be done at another HRS licensed or NIDA approved laboratory, as appropriate, chosen by the employee or job applicant. The second laboratory must test for the drug in question at sensitivity equal to or greater than the first laboratory. The first laboratory which performed the test for the company shall be responsible for the transfer of the portion retested and for the integrity of the chain of custody during such transfer.





9. Employees and applicants have the right to consult the testing laboratory for technical information regarding prescription or non-prescription medication. The company uses the following laboratory which can be contacted at the address shown:

MEDTOX Scientific, Inc. (Headquarters)  
402 West County Road D  
St. Paul, MN 55112  
Phone: (800) 832-3244, (651) 636-7466

10. C3 INDUSTRIAL shall pay the cost of all drug tests, initial and confirmation, which it requires of its employees. An employee or job applicant shall pay the costs of any additional drug tests not required by the company.

**CONFIDENTIALITY:** The results of drug tests and all related information, reports, statements and memoranda will be treated as confidential, and distribution shall be limited to those having a “need to know.” Results may be revealed to the proper authorities if the situation requires. Otherwise, such information shall be released only pursuant to a written consent form signed voluntarily by the employee.

**CONTROLLED SUBSTANCES:** The results of drug tests and all related information, reports, statements and memoranda will be treated as confidential, and distribution shall be limited to those having a “need to know.” Results may be revealed to the proper authorities if the situation requires. Otherwise, such information shall be released only pursuant to a written consent form signed voluntarily by the employee.

**COMPANY SEARCHES:** To protect the Company’s best interest and safety of all employees, C3 INDUSTRIAL reserves the right to conduct random periodic searches for the following:

- Alcohol
- Controlled substances (including illegal and illicit drugs)
- Designer (synthetic) drugs
- Look-alike drugs
- Drug-related paraphernalia
- Stolen property

This procedure will be conducted on company job sites and/or company premises by educated and trained personnel in supervisory positions. All employees should understand that submitting to searches is necessary to provide additional safety and health protection for them and their co-workers. Employees will be required to sign consent and release form before the search is initiated. Any employee who refuses to sign consent and release form and cooperate and submit to such searches will be immediately discharged. All prohibited items obtained in the search shall be seized and the proper authorities notified, as deemed necessary by management. This search and seizure is to insure and provide a safer working environment for all employees of C3 INDUSTRIAL.



**DISCIPLINARY ACTION:** Immediate termination will follow if an employee is found to be responsible for using, distributing, dispensing, manufacturing, transporting, or possessing the following items on company job sites, on company property, or in company vehicles.

1. Alcohol (with the exception of company-approved functions)
2. Controlled substances (including illegal and illicit drugs)
3. Designer (synthetic) drugs
4. Drug-related paraphernalia

Any employee who is convicted or involved with a violation of the Federal or State criminal alcohol or drug statutes, which occurs in the workplace, will be subject to disciplinary procedures, up to and including termination. Arrest situations will be handled on a case-by-case basis and with the advice of legal counsel, as needed. The employee has no more than five days, after such arrest, indictment, or conviction, to report this information to the management of C3 INDUSTRIAL. Depending upon the severity of the situation and the advice of legal counsel, an unpaid leave of absence may be granted, pending the outcome of an investigation. However, if a leave of absence is necessary, C3 INDUSTRIAL does not guarantee a reinstatement to work regardless of the outcome.

**AUTHORIZED USE AND POSSESSION:** The Company's policy prohibiting the use of the possession of a controlled substance does not apply if the controlled substance is prescribed or authorized by a medical practitioner while acting in the course of his or her professional practice. However, strictly enforced rules and regulations will apply for all authorized or prescribed medication, such as:

1. The prescribed medication is endorsed to the employee using or possessing it.
2. The prescribed or authorized medication is used at the prescribed dosage level and such level is consistent with the safe performance of the employee's duties.
3. The prescribed medication is prescribed for current use (within the past twelve [12] months).
4. The prescribed medication must be retained in the original container.

**It is the responsibility of the employee to make such use known to his or her immediate supervisor.** Upon reporting to work, the employee using such medication will be required to complete a prescription drug form, which includes various detailed information regarding the medication. If necessary, the employee may be reassigned to restricted duties, which will not present any danger to the employee or others in the same vicinity. C3 INDUSTRIAL reserves the right, if necessary, to select and consult with a notable physician regarding the side effects which may be produced by the authorized or prescribed medication.

**IMPLEMENTATION OF THE DRUG-FREE WORKPLACE PROGRAM:** This program was implemented by C3 INDUSTRIAL on November 1, 2015. Any violation of this policy or failure to comply with these requirements will result in disciplinary action up to and including termination. It is the intention of C3 INDUSTRIAL, bearing in mind the particular facts involved, to enforce and abide by this program fairly and consistently. This Drug-Free Workplace Program is designed to provide additional safety and health protection for employees while they fulfill their occupational assignments; therefore, it



is not negotiable. Cooperation and support of this program is the responsibility of all employees. It is mandatory that all employees, including management, accept and participate in the Drug-Free Workplace Program of C3 INDUSTRIAL.

If an employee or applicant has any questions regarding the testing procedures or disciplinary measures in this Drug Free Workplace Program, he or she is encouraged to contact Stacy Carpenter, Human Resources, in the Corporate Office at 865.288.4514.

**DISCLAIMER:** This substance abuse prevention program, in whole or in part, may be changed, modified, or rescinded without notice by C3 INDUSTRIAL. While this program reflects the concern of C3 INDUSTRIAL about a serious problem in the workplace in general, it does not constitute nor should it be regarded as a contractual undertaking by C3 INDUSTRIAL.

### **POLICY DEFINITIONS**

**Alcohol** – Alcohol means ethyl alcohol (ethanol). References to use of alcohol include use of any beverage, mixture or preparation containing ethyl alcohol.

**Alcohol/Drug Abuse** – The use of alcohol and/or drugs for other than medical purposes, which results in the impaired physical, mental, emotional, or social well-being of the user. This also includes the unintentional or inappropriate use of prescription or over-the-counter drugs with similar results.

**Alcohol/Drug Screen** – A variety of tests to determine or rule out the presence of alcohol and/or drugs in the body system.

**Authorized/Prescribed Medication** – Any substance ordered or advised for the treatment of the individual consuming it by a licensed medical practitioner.

**Company Job Sites/Company Property** – For the purposes of this policy and program, includes but is not limited to, all property owned, leased, or controlled by C3 INDUSTRIAL, its affiliates and subsidiaries, including customer job sites, structures, buildings, offices, facilities and installations.

**Controlled Substance** – Legal and illegal drugs placed on a schedule by the Federal government or in special categories to prevent, curtail, or limit their distribution and manufacture under the Controlled Substances Act of 1970.

**Designer (Synthetic) Drugs** – Drugs that are made in clandestine laboratories where the chemists alter the molecular structure of both legal and illegal drugs, to create a drug that is not explicitly banned by Federal Law.

**Drug** – Drug means alcohol, including distilled spirits, wine, and malt beverages and intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any



substance listed herein.

**Drug-Related Paraphernalia** – Any material or equipment used or designed for use in packaging, storing, injecting, ingesting, inhaling, promoting, or otherwise introducing drugs into the human body.

**Illegal Drugs** – Any drug which (a) is not legally obtainable or (b) is legally obtainable, but has not been legally obtained. This term includes prescribed drugs not legally obtained, and prescribed drugs not being used for prescribed purposes.

**Legal Drugs** – Includes prescribed drugs and over-the-counter drugs, which have been legally obtained and are being used for the purpose which they are prescribed.

**Look-alike Drugs** – Tablets, capsules, and powders containing over-the-counter ingredients, whose physical appearance mimics various prescription drug products, which contain popular substances of abuse that are regulated under the provisions of the Controlled Substances Act.

**Reasonable Cause** – Specific observations, by competent individuals, concerning such circumstances as the work performance, appearance, behavior and speech of an employee. This term also applies to employees involved with job-site accidents which result in injuries or property damage.

**Under the Influence** – For the purpose of this program and policy, when the employee is affected by alcohol and/or drugs which are detectable through proper testing procedures and professional opinion.

#### **DRUGS WHICH MAY ALTER OR AFFECT A DRUG TEST**

The following is the Department of Health and Rehabilitative Services list of the most common medications by brand name or common name, or chemical name which may alter or affect a drug test:

1. ALCOHOL  
All liquid medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. For example, Vick's NyQuil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Night Formula is 25% (50 proof) and Listerine is 26.9% (50 proof).
2. AMPHETAMINES  
Obetrol, Bephetamine, Desoxyn, Dexedrine, Didrex.
3. CANNABINOIDS  
Marinol, Idronahinol, THC.
4. COCAINE  
Cocaine HCL topical solution (Roxanne).



5. PHENCYCLIDINE  
Not legal by prescription.
6. METHAQUALONE  
Not legal by prescription.
7. OPIATES  
Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robutussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hypomorphine), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.
8. BARBITURATES  
Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Florinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Phrenlin, Triad, etc.
9. BENZODIAZEPINES  
Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstranm, Halcion, Paxipam, Resotrill, Centrax.
10. METHDONE  
Dolophine, Methadose.
11. PROPOXYPHEN  
Darvoct, Darvon N, Dolene, etc.

#### ***Employee Assistance: Alcohol and Drug Rehabilitation***

Any employee, who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Assistance may be sought in writing in confidence to or asking for a personal appoint with Management, or by contacting local community organization offering alcohol or drug treatment programs.

Each request for assistance will be treated as confidential and only those persons “needing to know” will be made aware of such request.

If you wish to locate an assistance facility near your location, please contact the Human Resources Department in the Corporate Office.

An Employee Assistance Program is an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug or alcohol abuse; referrals of employees for appropriate diagnosis, treatment and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by the program.



***DRUG FREE WORKPLACE PROGRAM POLICY  
ACKNOWLEDGEMENT***

I HEREBY ACKNOWLEDGE that I have received and read or been explained to me the information regarding the C3 INDUSTRIAL Drug Free Workplace Policy. I understand that I am now subject to random drug and alcohol testing which is in addition to any other required random drug test requirements such as DOT, client or project specific requirement. I also understand that during my employment that I may be required to submit to a drug and/or alcohol test and that submission to such testing is a condition of employment and disciplinary action, including termination, may result if I refuse to submit to such testing, or if the test results are in violation of the Company's policy concerning controlled substance use. Return this signed copy to Human Resources.

THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGEMENT AND/OR BEEN EXPLAINED AND UNDERSTANDS THE CONTENTS THEREOF.

\_\_\_\_\_  
EMPLOYEE NAME (PRINT)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE