
SUBSTANCE, ALCOHOL, AND FIREARM/WEAPONS POLICY

PURPOSE

Holes Incorporated has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Holes Incorporated strictly prohibits the possession of Firearms by employees while performing work on the company's behalf at any and all locations. Being under the influence of drugs and/or alcohol while on the job may pose very serious safety and health risks, not only to the user, but also to all those who work around/with the user. Accordingly, it is the right, obligation and the intent of the Company, to maintain a safe, healthful, and efficient working environment for all of its employees and to protect the Company's/Client's property, equipment, and operations.

SCOPE

Holes Incorporated prohibits the possession of Firearms and the possession, use, distribution, transport, or sale of any and all illicit drugs and alcohol in the work place, and requires all employees to be free from illicit drugs and alcohol, while on the job.

DEFINITIONS

1. The term "**employees**" is meant to include employees of the Company, and employees of the Company's affiliates, subsidiaries, contractors, subcontractors, vendors and their employees.
2. The term "**workplace, work-site, premises, and/or Company property** and like terms are meant to include all properties, facilities, lands, platforms, buildings, structures, fixtures, installations, boats, aircraft, automobiles, trucks and any/all other vehicles, equipment, whether owned, leased or used; **and Client's Premises.**
3. The term "**illicit drugs**" is meant to include any and all illegal drugs, including so-called look-alike or designer drugs; legally obtained drugs which are in a manner other than that prescribed by a licensed physician; and any substance which can affect a person's perceptions or motor functions. Some examples of illicit drugs are Cannabis (Marijuana) substance, Cocaine, Heroin, Phencyclidine and Alcohol.
4. The term "**possession**" is meant to include the presence in the body system or the custody of an illicit drug, alcohol substance, or firearm.
5. The term "**biological testing**" is meant to include the collection and analysis of urine, blood, saliva, breath, hair, tissue, and other specimens of the human body.
6. The term "**for cause**" is meant to include accidents, incidents, near miss reports, erratic conduct suggestive of drug or alcohol use and similar performance behaviors.
7. The **Safety Director** and **Safety Administrator** will be responsible for conducting/sending employees for drug and alcohol testing. They are also responsible for communicating results with the President and retaining the information in the Employee Medical file located at the Main Office.

EMPLOYEE DRUG TESTING

Each employee is subject to medical or physical examinations or tests including viewed urine drug screen tests, as a condition of continued employment, under the following conditions and at the determination of the employer:

A. Pre-employment/Pre-Access testing

- Each applicant for employment will be required as a condition of employment to submit to a viewed urine drug screen test. If an applicant tests positive and is determined to be in violation of this policy, the applicant will be ineligible for employment.

EMPLOYEE DRUG TESTING CONTINUED

B. Reasonable Cause to suspect that the employee is in violation of this policy.

- When a supervisor suspects an employee to be in violation of this policy, the employee will be asked to stop working and be driven to a medical facility for drug and alcohol testing. The Safety Director can also test the employee for both. The incident will have to be written up by the supervisor who witnessed the behavior. All Supervisors have been trained in "Substance Abuse."

C. Post Accident/Incident

- The urine test and breath analysis test will be conducted at a medical facility after examination when involved in an accident or incident. Employees not tested prior to medical treatment because of emergency situations will be immediately tested before returning to the job-site.

D. Random/Annual Testing

- 5% of employees will be selected for random testing monthly
- All employees will be drug and alcohol tested annually.
- An employee tests positive and is determined to be in violation of this policy, he/she will be discharged and will be ineligible for re-employment until:
 1. The expiration of 1 year following the date of discharge.
 2. He/she submits to a drug test at their own expense and is determined not to be in violation of this policy.

An employee who refuses to submit to substance abuse testing as provided for in this policy will be immediately discharged for failure to comply with Holes Incorporated Substance Abuse Policy Procedure and escorted off the job-site. Conditions for re-employment of former employees discharged for refusal to submit to drug testing will be the same as for an employee who tests positive and is determined to be in violation of this policy.

DOT DRUG POLICY REQUIREMENTS

382.601 (b) Required Consent:

The materials to be made available to drivers shall include detailed discussion of at least the following:

1. The identity of the person designated by the employer to answer questions about the materials.
2. The categories of drivers who are subject to provision of this part.
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of workday the driver is required to be in compliance with this part.
4. Specific information concerning driver conduct that is prohibited by this part.
5. The circumstances under which a driver will be tested for alcohol and/or controlled substance under this part.
6. The procedure that will be used to test for the presence of alcohol and/or controlled substances, protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.

BIOLOGICAL TESTING

Holes Incorporated may perform biological testing of its employees for the presence of illicit drugs and alcohol under the following circumstances:

1. For cause, Reasonable Suspicion, Post-Incident, Pre-Access, Annual, & Random; [post-incident/accident must have documentation showing the negative drug & alcohol tests before employee can return to work.]
2. For periodic screening to assure safe operations; and/or
3. To assure protection of Company assets and reputation.
4. As required for entry into any facility requiring a pre-access Drug/Alcohol test.
5. For D.O.T. compliance

All employees' information relating to biological testing will be protected by the Company as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the employee.

All applicants for employment will be subject to urine testing. If evidence of the illicit drugs by an applicant is discovered, either through urine testing or other means, the employment process shall be suspended. If the applicant refuses to take a urine test, the employment process will be suspended. Acceptability for employment is conditional upon passing a company approved drug test.

When biological testing is deemed appropriate in "for cause" situations, the involved employee shall be provided transportation to a facility where the employee will under go a health evaluation and/or provide urine, blood, saliva, or other specimens for biological testing. Biological testing will be conducted as part of this evaluative process. After the employee has been evaluated, he or she will be transported home.

- Illicit drugs found on Company property may be turned over to the appropriate Law Enforcement Agency.
- If an employee is the subject of an investigation by the Company or by a Law Enforcement Agency, the

employee may be suspended without pay pending completion of the investigation.

DRUG AND ALCOHOL TESTING METHOD

In accordance with the Substance and Drug/Alcohol Abuse Policy for Contractors, **HOLES INCORPORATED** will conduct monthly comprehensive drug/alcohol screening by urinalysis. Method of random testing will be 5% monthly. Yearly all employees will be tested.

Individual(s) will sign a consent form, which grants our Company's permission to release the results of any drug/alcohol screen testing performed while that employee holds Contractors site credentials.

Laboratory test results and consent forms will be kept on file at our office.

NOTE: Holes Incorporated implements D.O.T. Drug and Alcohol testing in accordance with 49 CFR – Part 382, Subpart C as required.

EXCEPTIONS

On the job possession and use of a legally obtained prescription medicine shall be permitted provided that:

1. The person to whom the medicine is prescribed informs the supervisor prior to possessing or using the medicine on the job.
2. The medicine is in the original container in which it was dispensed and that the container bears the original label reflecting the employee's name, physician's name, name of medicine, dosage, dispensary, and date dispensed.
3. The date dispensed is within the past twelve months.

The Company at all times reserves the right to judge the effect that a prescription medicine may have upon work performance and to restrict the using employee's work activity or presence at the work site accordingly.

SEARCHES AND INSPECTIONS

Employers and/or clients reserve the right to conduct unannounced searches and inspections of employees, their effects, lockers, desks, lunch boxes, clothing and vehicles, for the purpose of determining if employees are in possession of substances in violation of this policy. All searches and inspections will be performed with concern for each employee's personal privacy. An employee found to be possessing drugs in violation of this policy will be discharged and will be eligible for rehire on the same conditions as an employee who tests positive and is determined to be in violation of this policy. An employee who is discharged for selling or distributing drugs will not be eligible for rehire. Illegal drugs, stolen property, or other illegal acts discovered through searches and inspections will be reported to appropriate law enforcement authorities.

DISCIPLINE

Any employee who engages in the sale, attempted sale, distribution, or transfer of illicit drugs on Company property or on Company business will be discharged. Any employee who tests positive on a drug and/or alcohol test or violates this policy will be subject to termination. Any employee who adulterates or switches any blood, urine, or any other samples will be subject to termination.

Any employee who refuses to undergo a health evaluation and/or biological testing is subject to discipline up to and including discharge.

Illicit drugs or paraphernalia found on Company property may be turned over and cooperation given to the appropriate Law Enforcement Agency.

An employee who is under formal investigation by the Company or a Law Enforcement Agency for suspected drug related violations of law or of this policy may be suspended without pay pending completion of such investigation.

Any employee who refuses to cooperate with searches (internal or client) will be terminated.

WEAPONS/FIREARMS

Holes Inc. prohibits employees from possessing weapons on its premises with the sole exception of personnel authorized by the president, (irregardless of private "Permits" to carry handguns). A weapon is defined as any device or object capable of causing serious bodily injury or death to another person, including but not limited to handguns, shotguns, rifles, or other firearms, "stun guns", ammunition, explosives, and knives with blades more than three (3) inch in length. Violations of this policy will result in disciplinary action up to and including termination.

Searches: Company & Client's have the right to conduct unannounced searches of personnel and property.

HOLES INCORPORATED'S ALCOHOL AND DRUG TESTING PROGRAM

<u>SUBSTANCE</u>	<u>SCREEN LEVELS</u>	<u>CONFIRMATORY LEVELS</u>
COCAINE	300 NG/ML	150 NG/ML
PHENCYCLIDINE	25 NG/ML	25 NG/ML
CANNABOIDS	20 NG/ML	15 NG/ML
OPIATES, CODEINE, MORPHINE	300 NG/ML	300 NG/ML
AMPHETAMINES METHAMPHETAMINES	1000 NG/ML	500 NG/ML
BARBITURATES	300 BG/ML	200 NG/ML
METHADONE	300 NG/ML	200 NG/ML
PROPOXYPHENE	300 NG/ML	200 NG/ML
BENZODIAZAPHINES	300 NG/ML	300 NG/ML
ALCOHOL	DETECTION	.04 BAC

HOLES INCORPORATED'S DRUG AND ALCOHOL TESTING DOT PROGRAM

Holes Incorporated tests employees under the requirements for controlled substance testing as required by 49 CFR Part 40 and 382. Drugs Tested:

SUBSTANCE	SCREEN LEVELS	CONFIRMATORY LEVELS
MARIJUANA	50 NG/ML	15 NG/ML
COCAINE	300 NG/ML	150 NG/ML
PHENCYCLIDINE	25 NG/ML	25 NG/ML
AMPHETAMINES	1000 NG/ML	500 NG/ML
METHAMPHETAMINE (Only test if there is a positive test for amphetamines)		500 NG/ML
OPIATES	2000 NG/ML	
CODEINE		2000 NG/ML
MORPHINE		2000 NG/ML
6-ACETYLMORPHINE (Test for 6-AM in the specimen, when the specimen contains morphine greater than or equal to 2000 ng/ml)		10