



Drug and Alcohol Policy

Policy Release Date: August 1, 2020

Objective

Alcohol and drug abuse pose a threat to the health and safety of 9Line's employees and to the security of the company's equipment and facilities. In compliance with the Drug-Free Workplace Act of 1988, 9Line has a commitment to maintain a safe work environment free of alcohol and drugs. This policy applies to all employees and all applicants for employment of 9Line. The HR Manager is responsible for policy administration.

Work Rules

1. While conducting business (regardless of the location,) 9Line employees are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. 9Line does not permit employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution and could result in discipline up to and including termination.

Required Testing

Pre-employment

Applicants being considered for hire will receive a conditional offer of employment until they pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion

Employees are subject to testing based on (but not limited to) observations by management or contract representatives of apparent workplace use, possession, or impairment. HR will make the final determination before sending an employee for testing. Examples of specific observations and behaviors that create reasonable suspicion include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted and approved by HR, management will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal will be treated as a positive drug test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a 9Line property or that result in an injury to themselves or another employee requiring offsite medical attention. Refusal will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Random

9Line conducts random drug tests on a quarterly basis to ensure compliance with its drug-free workplace policy. Employees are selected for testing using a computer-based, random-number generator. Testing must be completed within 24 hours of selection.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a 9Line-designated facility and directed to provide breath specimens. Alcohol tests may, however, be a breath, blood or saliva

test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will report to a 9Line-designated testing facility and directed to provide urine specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene.

Applicants who refuse to cooperate or receive "positive" results will not be hired and will not be allowed to reapply/retest in the future.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from other HR records. Such records and information may be disclosed among managers and supervisors on a need-to-know basis only and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.