

EMPLOYEE HANDBOOK

benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

D. DRUG AND ALCOHOL ABUSE

The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Standards of Conduct

The following rules and standards of conduct apply to all employees either on Company property or during the work day (including meals and rest periods). The following are strictly prohibited by the Company:

1. Possession or use of alcohol, or being under the influence of alcohol while on the job;
2. Driving a Company vehicle while under the influence of alcohol;
3. Distribution, dispensation, sale or purchase of an illegal or controlled substance while on the job; and
4. Unlawful manufacture, possession or use of a controlled substance, or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct shall result in disciplinary action, up to and including termination. The Company also may bring the matter to the attention of appropriate law enforcement authorities.

Enforcement

In order to enforce this policy, the Company reserves the right to conduct searches of Company property or employees and/or their personal property upon reasonable suspicion of unauthorized possession of alcohol, illegal drugs or controlled substances, and to implement other measures necessary to deter and detect abuse of this policy. A request to search is not indicative of individualized suspicion.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on the Company. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

An employee is subject to disciplinary action, up to and including termination, if the employee works while impaired by a prescription or over-the-counter drug and that impairment affects the employee's ability to safely perform the job, or affects the safety or well-being of others. Notwithstanding the foregoing, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result.