



## American Office Services, Inc.

### SUBSTANCE ABUSE PREVENTION PROGRAM

American Office Services must now be vigilant of any behavior that might lead a reasonable person to believe that an employee is under the influence of drugs or alcohol. This helps to ensure that all American Office Services' employees will be drug-free, sober, and safe. Any employee for American Office Services, Inc. working on any public works project may not use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work on a public works project. Any employee is considered to be under the influence of alcohol if he or she has a blood alcohol concentration of 0.02 or above.

All employees performing services on public works projects are subject to pre-hire, random, reasonable suspicion and post-accident drug and alcohol testing. The testing will include a 9 panel urine drug test, plus a test for alcohol.

An employee whose supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or a drug is subject to discipline up to and including suspension, and be required to undergo an alcohol or drug test. "Reasonable suspicion" means a belief, based on behavioral observations or other evidence, sufficient to lead a prudent or reasonable person to suspect an employee is under the influence and exhibits slurred speech, erratic behavior, decreased motor skills, or other such traits. Circumstances, both physical and psychological, shall be given consideration. Whenever possible before an employee is required to submit to testing based on reasonable suspicion, the employee shall be observed by more than one supervisory or managerial employee. American Office will provide transportation for the employee to the testing facility and may send a representative to accompany the employee to the testing facility. Under no circumstances may an employee thought to be under the influence of alcohol or a drug be allowed to operate a vehicle or other equipment for any purpose. The employee shall be removed from the job site and placed on inactive status pending American Office's receipt of notice of the test results. The employee shall have the right to request a representative or designee to be present at the time he or she is directed to provide a specimen for testing based upon reasonable suspicion. If the test result is positive for drugs or alcohol, the employee shall be subject to termination. American Office shall pay all costs related to this testing. If the test result is negative, the employee shall be placed on active status and shall be put back to work. The employee shall be paid for all lost time to include all time needed to complete the drug or alcohol test and any and all overtime according to the employee's contract.

Should an employee violate any of the rules in this program (i.e., come to work under the influence of alcohol or drugs or refuse to submit to a drug or alcohol test), American Office Services will immediately remove that employee from work on the public works project. The employee may only return to work on that public works project when, among other conditions, he or she tests negative for drugs, is not under the influence of alcohol and completes a rehabilitation program.

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All drug and alcohol testing will be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services at American Office Services' cost.