



Drug & Alcohol Program

14945 La Palma Drive Chino, CA 91710
Office (909) 393-5419 - Fax (909) 606-0163
<http://secc-corp.com>

Table of Contents

<i>Policy</i>	3
<i>Definitions</i>	3
<i>Right To Search</i>	4
<i>Prescription Drugs</i>	4
<i>Pre-Employment Testing</i>	4
<i>Employee Transfer Testing</i>	4
<i>Employee Testing</i>	4
<i>Periodic Testing</i>	5
<i>Discipline/Rehabilitation</i>	5
<i>Financial Obligations of the Company</i>	5
<i>Testing Facilities</i>	6
<i>Confidentiality</i>	6
<i>Training</i>	6
<i>Posting and Distribution</i>	6
<i>Instructions for the Administration of Site Drug/Alcohol Testing Program</i>	6
<i>Information Summary</i>	7
<i>Reason for Request</i>	7
<i>Pre-Employment</i>	7
<i>Description of Testing</i>	7
<i>Expanded Drug Abuse Screen</i>	7
<i>Alcohol (Ethanol)</i>	7
<i>Marijuana</i>	8
<i>Cocaine</i>	8
<i>Amphetamines</i>	8
<i>Testing Facility</i>	8
<i>Applicant/Employee Consent for Alcohol and Drug Tests</i>	9

Policy

We have a commitment to protect our employees and to provide a safe working environment. The purpose of this policy is to establish a drug-free, alcohol free, safe and healthy work environment for all its employees. All employees to whom this policy applies must abide by this policy.

We prohibit the use, manufacture, possession, distribution or sale on its premises, facilities or workplaces of any of the following: alcoholic beverages, intoxicants, drugs and related drug paraphernalia. Company employees must not report for duty or perform work while under the influence of any drug, alcoholic beverage or intoxicant. Employees and contractors, contractor's employees on company premises may be subject to search as provided herein. Applicants and employees will be required to consent to drug/alcohol testing as provided herein at those projects or workplaces designated by the company.

Definitions

When used herein, the following terms will have the meanings given below.

- A. Company - SECC Corporation. (SECC)
- B. Alcohol - ethyl alcohol (ethanol). References to use or possession of alcohol include the use or possession of any beverage, mixture or preparations containing alcohol.
- A. Drug - any substance (other than alcohol) including prescription drugs that may impair mental or motor function; including, but not limited to, and psychoactive substance, controlled substances, marijuana, and designed or simulated drugs. This definition does not apply to prescription drugs that have been disclosed to the Company by the employee and are approved for use within prescription limits and do not impair your judgement or hinder your ability to safely do your job.
- C. Employee - any individual, staff or hourly, who actually performs work for SECC Corporation.
- D. Contractor or contractor's employee - any individual who p
- E. Performs work on company premises for the company's vendors, subcontractors, sub-tier contractors and their vendors on company premises.
- F. Applicant - any individual who is referred to, or makes application for employment to the company.
- G. Company premises - all parts of any office, worksite, or other work location under the control of the company.
- H. Testing facility - a hospital, clinic, physician's office or laboratory where specimens can be collected and tested according to recognized professional standards.
- I. Contraband - is considered to be including, but not limited to following: drugs, alcohol and drug paraphernalia.
- J. Drug paraphernalia - any article for the use, storage or sale of drugs.
- K. Accident - any event resulting in injury to person or property to which the company believes an employee, contractor or contractor's employee contributed as a direct or indirect cause.
- L. Incident - an event that the company determines has all the attributes of an accident, except that no harm was caused to person or property.
- M. Designated employer representative (DER) (also called designated management person) - An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employee to be removed from these covered duties, and to make required decisions in the testing and evaluation process, the DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service agents cannot act as DERs.
- N. Substance Abuse Professional (SAP) - A person who evaluates employees who have violated a DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Right To Search

The company has the right to search any personal effects, vehicles on company premises or jobsites, lockers, baggage, lunch boxes, toolboxes, etc., for contraband. An individual who has notice of this rule and enters company premises is deemed to consent to this search procedure. Searches will be conducted on an “as needed” basis as determined after consultation with management. There will be an employee representative and/or other witness to all searches conducted by the company.

An employee who refuses to submit to a search as described in this program is subject to disciplinary action including immediate discharge. An employee on company premises, facility or workplace in possession of contraband is subject to disciplinary action including immediate termination.

In order to ensure this access at all times to company property, and because employees properly in possession of company property or information relating to company business may not always be available to produce the property of information when needed in the ordinary course of the company’s business. The company reserves the right to conduct a routine inspection or search at any time for company property on company premises.

Routine searches or inspections for company property may include an employee’s office, desk, file cabinet, closet or similar places where employees may store company property or company-related information, whether or not the places are locked.

Inspections for contraband may also be conducted whenever the company has reasonable suspicion to believe that a particular employee may be in possession of such material that is in violation of this program. Inspection for contraband may also be conducted on a regular basis at locations where employees enter or exit company premises, without regard to whether there is reasonable suspicion that any employee may be in possession of contraband.

Prescription Drugs

Any employee using a prescription drug that may impair mental or motor functions shall notify our program administrator immediately prior to going/reporting to work. The employee is not allowed to do safety sensitive work. For the safety of all employees, the company may place persons using such drugs on temporary medical leave until released as fit for duty by the prescribing physician. The company reserves the right to obtain a confirming medical opinion before returning the employee to duty.

Pre-Employment Testing

Pre-employment drug/alcohol testing is a condition for employment where such a program is in effect. Applicants who refuse to submit to the required testing will not be considered for employment.

Employee Transfer Testing

All employees, staff or hourly, who are transferred or temporarily assigned to a worksite where drug/alcohol testing is required, shall be required to consent to drug/alcohol testing is required, shall be required to consent to drug/alcohol testing is required, shall be required to consent to drug/alcohol testing prior to assuming job responsibility.

Employee Testing

After an accident or incident, the company will generally test those involved. The company will also test

employees when a reasonable suspicion exists that the employee has been using drugs or alcohol, or in possession of contraband. The employee will be asked to consent to a urine, blood or saliva test, and refusal will result in termination.

Periodic Testing

“Employees who occupy a safety-sensitive position will be subject to periodic random drug testing as set forth herein. If any employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.”

We will adhere to the DOT (Department of Transportation) Omnibus Act. This rule requires alcohol and drug testing of safety sensitive employees in the aviation, motor carrier, railroad and mass transit industries. Employees that fall under this will be subject to random drug testing.

Discipline/Rehabilitation

When an applicant submits to pre-employment testing and passed the required test, he/she will be eligible for further employment consideration. If the applicant fails the required test, he/she may reapply for employment consideration after a period or no less than sixty (60) calendar days has elapsed. The company will waive this (60) day waiting period of the applicant completes an acceptable drug/alcohol rehabilitation program and presents proof of completion.

All employees who fail to pass a drug/alcohol test will be suspended without pay for a period of five (5) days. During this time the employee has the opportunity to enter an SAP approved drug/alcohol rehabilitation program. If the employee fails to enter such a program within this period, he/she will be terminated from employment. (Exception: For those who may be injured and incapable of entering a program, or for other good cause as determined by the SAP, the five (5) daytime limit may be extended.)

When an employee enters an SAP approved rehabilitation program, and provides the SAP with proof of entrance, he/she will be placed on an inactive payroll status. At the time of successful completion of the program, and proof of completion has been presented to the SAP, the employee will be eligible for reinstatement of a position for which he/she is qualified is available. If no position is available, the individual will be issued a Reduction of Work Force. As a condition of reinstatement, such employee shall consent to continue participation in an SAP approved rehabilitation program shall also consent to periodic testing as determined by the SAP for a period not to exceed one (1) year. If such employee fails a periodic test, he/she shall be subject to immediate termination.

Nothing in this program shall limit the company in the discipline and/or termination of employees.

Financial Obligations of the Company

The company will bear the cost of time and transportation for employees who are being given drug/alcohol tests, but not for pre-employment tests. The company will pay the testing facility for the cost of the tests. In the event of a confirmed positive result the applicant or employee may request within forty-eight (48) hours a sample of his/her specimen from the testing laboratory for purposes of a second test to be performed at a second laboratory approved by SAMSHA (NIDA). The re-test must be performed within ten (10) days of the request. Chain of custody of this sample shall be maintained by the employer between the original testing laboratory and the designated laboratory. Re-testing shall be performed at the applicant's or employee's expense. In the event of conflicting test results the employer may require a third test.

Testing Facilities

The company will contract with approved testing facilities for the testing and support work required under this program.

Confidentiality

The company will take steps to maintain the confidentiality of information generated in implementing and enforcing this program. Disclosure will be made only in appropriate circumstances.

Training

Supervisors and management personnel will be trained by management personnel to recognize appropriate symptoms and to administer the program in a consistent, confidential and intelligent manner.

Posting and Distribution

This program will be kept in the main office and will be given to each applicant and employee. The company may revise and amend this program as required.

Instructions for the Administration of Site Drug/Alcohol Testing Program

The following instructions must, in order to insure fair and equal treatment, be adhered to by all parties.

1. SECC Corporation has appointed our Safety Manager and H/R Manager to administer the program; such employees herein called designated management persons, our Safety Manager will be the drug/alcohol program administrator.
2. The Drug/Alcohol program is available for review during normal business hours. The program will be kept in the main office.
3. Applicants will sign, prior to testing, a release form relating to drug/alcohol testing, and acknowledgment. If the applicant does not sign the release, he/she will not be allowed to take the test.
4. The administrator, or designated management person or the referral agency will explain the requirements of this program to all applicants.
5. Records will be kept in the strictest confidence in the office of the administrator. Only those designated management persons will be privy to result information.
6. Representative of management, safety, EEO, or labor relations, will on occasion be required to audit said program. Such information as necessary (including result information) will be made available to those persons.
7. All applicants, staff and hourly, will be required to submit to pre-employment test. All employees will be required to submit to a post-employment and periodic testing when or if applicable.
8. In the event of an accident/incident all parties involved, directly or indirectly, stay on the jobsite until directed by a corporate officer and/or Safety Manager, H/R Manager. It is possible you will be taken to the office of the administrator or to the safety office for an evaluation unless incapacitated because of injury.
9. When there is reasonable suspicion of a drug or alcohol problem, or an accident or incident is involved, the following procedure will apply.
 - The employee will not be sent home.
 - The employee will stay on the jobsite until directed by a corporate officer, safety person and/or Safety Manager. It is possible the employee will be taken to the office of a designated management person of this program or the safety office by an immediate supervisor for further evaluation.

- Depending upon results of evaluation, the employee will either be returned to work or asked to consent to take a drug/alcohol test. This determination will be made by a designated management person, and concurred by the project manager or designee.
10. In either event as described in number 7 and 8, test release forms and report forms will be filled out. For item 7, he/she may drive their own vehicle to the testing facility. Item 8, the individual will be transported to the facility by a company representative.
11. There are no exceptions to this program.

Information Summary

Employee Representatives Drug/Alcohol Testing and Search Procedure:

Reason for Request

Pre-Employment

Because of the potential safety problems associated with the use of alcohol and drugs on company premises and the resulting danger that an intoxicated employee poses to himself or herself and to his or her fellow workers, we have begun an alcohol and drug screening program.

- Applicants will be tested at a designated facility or swab tested at the office.
- Failure to submit to pre-employment screening will result in no further consideration for employment, except for successful completion of an acceptable rehabilitation program.

In order to ensure that contraband materials are kept from the work site, a search procedure explained in the program outline, is in effect.

Description of Testing

Drug abuse testing is performed primarily on urine specimens and swabs. Blood specimens are collected to confirm positive urine results only where there has been an accident or incident. If the swab test is used and a positive result occurs the employee will be taken to the clinic for a urine test.

The following testing will be completed:

- Includes testing for amphetamines, barbiturates, and opiates as classes of drugs, and specific detection of marijuana, (THC) and cocaine.
- Enzyme immunoassay by emit is the primary method.
- Confirmation of positive: all positive results are confirmed by an expanded drug abuse screen, usually this layer of chromatography (TLC).

Expanded Drug Abuse Screen

Includes; specific detection of any street drugs or abused prescription drug in addition to those listed under description of testing. Also includes a separate procedure for the detection of THC and cocaine.

Testing method: the primary method is this layer of chromatography (TLC) which is used to detect specific drugs and/or swab test.

Alcohol (Ethanol)

- Blood Alcohol: Detection time in the blood is approximately four (4) to five (5) hours depending on the amount consumed. Unacceptable level of alcohol in the system is 0.02.

- **Urine Alcohol:** The concentration of alcohol in the urine can be affected by a person's degree of hydration, activity level, kidney function, etc. For this reason determination of abuse should be made from detection in the blood.

Marijuana

The positive cut-off for the THC in our laboratory is 50 NB/ML. This level will detect the recent or chronic user of THC. Marijuana may stay in the body for more than 30 days. However, to reach a level of 100 NG/ML, a person would have used marijuana recently or been a frequent user. The confirmation test is automatically performed on all positive screens.

Cocaine

Urine metabolites of cocaine can be detected for three (3) to five (5) days. Positive screening by emit is confirmed by TLC.

Amphetamines

Interference by over-the-counter medication such as cold-medicines (Sudafed, Actifed) are common. Confirmation by TLC generally rules out such false positive. It is important for applicants to list all medications on the consent form.

Testing Facility

Our testing facility is certified by SAMHSA (NIDA). The facility is staffed by registered medical technologists who have been specifically trained in drug testing. We welcome our company or employee representative to tour the facility. Please contact Safety Manager or H/R Manager (909) 393-5419 to arrange a tour.

Employee Consent for Alcohol and Drug Tests

Employee: _____

Job Title: _____

I hereby consent and agree to give specimens of my urine to any medical facility, laboratory, or medical person designated or be swabbed by a person designated by SECC Corporation. These specimens shall be used to detect the presence of alcohol, marijuana and/or other drugs in my body. I further consent and agree that the results may be furnished to the company by the testing facility of my pass/fail results.

If Approved for Employment or Presently Employed:

In the event that I am directly or indirectly involved in work-related accident or incident, or the company has reasonable suspicion of a drug or alcohol problem involving me, I consent and agree to give specimens of my urine, blood and/or saliva (swab) for the purpose of testing for the presence of alcohol and drugs in my body. The testing facility is authorized to release the results of any test they perform to SECC Corporation's Program Administrator. I further acknowledge that I have received a copy of a summary of SECC Corporation's Drug/Alcohol Program. I agree to give specimens of my urine, blood and/or saliva (swab) in accordance with the program herein. If any test and confirming results are positive SECC Corporation shall have the rights to discharge me (if an employee), or not hire me (if an applicant). My signature below acknowledges that I have read and understood the foregoing statement and the consents given herein. Nothing herein changes the at-will employment relationship that exists between SECC Corporation, and me.

Acknowledgment of Understanding

I acknowledge receipt of the SECC's Drug & Alcohol Program. I understand it is my responsibility to read and comprehend its contents and should I have any questions, I will contact the Safety Manager or H/R Manager (909) 393-5419.

Additionally, I acknowledge the receipt of information concerning the effects of alcohol and controlled substances use on my health, work, and personal life; signs and symptoms of an alcohol or a controlled substance problem and available methods of intervening when an alcohol or a controlled substances problem is suspected, including referral to any employee assistance program and/or referral to management.

Witness Signature

Applicant/Employee Signature

Print Name/Date

Print Name/Date