

T.A. WOODS COMPANY

July 2002/R4-05/R8-13/RI-17

Substance Use and Abuse Policy

The employees of T.A. Woods Company are the company's most valuable resources. The health and safety of all employees is of paramount concern to us.

As such, substance abuse of any kind is inconsistent with a safe and productive work environment and subjects all employees, building partners, clients, and the public at large to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. For these reasons, T.A. Woods Company is committed to the elimination of drug and/or alcohol abuse in the workplace and has adopted a formal policy related to substance abuse. This policy applies to all employees and applicants for employment with the company. Compliance with this policy is made a condition of employment, and violation of the policy may lead to discipline and/or discharge.

All our employees have the right to work in a drug and alcohol-free environment. T.A. Woods Company is committed to maintaining a safe and healthy work environment free from the influence of drug and alcohol abuse.

Accordingly, employees are prohibited from engaging in the following conduct:

- The illegal use of drugs, including the abuse of prescription drugs or over-the-counter drugs whether on or off duty
- The use of certain drugs/medications which alter perception and behaviors, such as narcotics, while on-duty or use off-duty effecting work behaviors
- The use of alcohol or being under the influence of alcohol while on duty
- The abuse of alcohol off-duty which adversely affects the employee's job performance
- Unlawful possession, use, distribution, or purchase of illegal drugs (including prescription drugs) on company premises or at any time and place during working hours
- Off-duty conduct related to the illegal use, manufacture, possession, purchase, or distribution of drugs or use or abuse of alcohol which reflects adversely on the reputation of T.A. Woods Company in the workplace and community.

An employee will be deemed in violation of this policy if drugs or alcohol in detectable amounts are present, is observed participating in such behavior, or is convicted of such behavior by a court of law. Any employees who engage in prohibited conduct identified above will receive disciplinary action up to and including immediate discharge.

The company's policy is to comply with all federal and state drug testing including the North Carolina Controlled Substance Examination Regulation Act (CSERA) and is designed to safeguard employee and applicant privacy rights to the fullest extent of the law. Any drug testing required will be conducted by a laboratory licensed by the state of North Carolina. The employee may obtain the name and location of the laboratory that Exhibit 3A will analyze the employee's test samples by requesting information from human resources.

TYPES OF SCREENING AND/OR TESTING:

Pre-employment: Candidates and initial orientation employees are subject to screening and testing prior to becoming eligible for regular full-time employee status. Screenings will be conducted by a human resource representative or medical facility or laboratory selected by the company. If an initial screening is determined to be positive, candidate or orientation employee will be provided the option to report to a testing facility or to withdraw from candidacy or employment. Screening and/or testing with positive results will lead to the offer of employment being retracted and/or disciplinary action up to and including termination.

Reasonable Suspicion: Employees are subject to testing based upon observations or suspicions of apparent workplace use, possession, or impairment. Suspect employee will be required to submit a breath, urine, saliva, and/or blood sampling for testing. Human resources will be consulted before an employee is sent for reasonable suspicion substance testing. The company will bear the cost of the testing. Based on the results, the employee is subject to disciplinary action up to and including termination.

Individual Project: Any employee who is required, due to the scope of the project or by federal, state, or local municipalities rules to which the company is subject to, will be required to submit breath, urine, saliva, and/or blood samples for drug and/or alcohol screening and/or testing in connection with the project. The company will bear costs associated with screening and/or testing. Based on the results, the employee is subject to disciplinary action up to and including discharge.

Random: T.A. Woods Company reserves the right to randomly select any employee for the purpose of random testing. Employees will be required to submit breath, urine, saliva, and/or blood samples for the purpose of testing for the use and/or abuse of drugs and/or alcohol. Based on the results, the employee is subject to disciplinary action up to and including discharge. A third-party vendor will administer the pool of employees for random selection.

Any employee who fails to submit to a substance test when requested by a supervisor or designated company employee, who fails to cooperate with a supervisor's or designated employee's request that he or she submit to substance testing, or who alters or attempts to alter a sample submitted for substance testing will receive disciplinary action up to and including unpaid suspension or immediate discharge.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided shall be kept confidential to the extent required and permitted by law and maintained in secure files separate from normal personnel files.

Inspection

The company reserves the right to inspect all portions of its premises including business offices, fabrication facilities, storage facilities, company work sites, personal property on company work sites, company-owned vehicles, personal-owned vehicles on company

property inclusive of work sites, and similar for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of persons, work areas, and property which might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or who refuse to cooperate with such inspections are subject to discipline up to and including discharge.

Any employee who is charged and/or arrested for conduct related to the illegal use, possession, or distribution of drugs or the use of alcohol must immediately notify his or her supervisor or a human resources representative. Open charges may affect an employee's access and placement on work sites. Failure to notify may result in discipline up to and including unpaid suspension or discharge.

All future applicants, candidates, and current employees are subject to the provisions of this policy.

This policy may be modified at any time, in any way at the sole discretion of the company. Such modification will become effective upon notification to employees.

I have read this policy on _____ day of _____, 20__.

I have been given a copy of this policy for my records.

_____(initials)

Name: _____

Signature: _____

**T.A. WOODS
COMPANY**

**Substance Use and Abuse Policy
Screening/Testing Authorization Information**

I, _____, do hereby give my consent to T.A. Woods Company, company selected medical and laboratory facilities, employees, and/or agents, other company-authorized physicians, employees, and/or agents, together with any clinics, hospitals, or laboratories designated by T.A. Woods Company and/or other company-authorized medical clinics to perform appropriate specimen collection for the purpose of screening and/or testing for drugs and/or alcohol. I understand the results of the screening and/or testing will released to T.A. Woods Company.

**I have taken and/or used the following
Medication within the past thirty (30) days**

Name of Medication	Name of Prescribing Physician/Clinic
_____	_____
_____	_____
_____	_____
_____	_____

_____ Signature of Employee/Applicant	_____ Date
_____ Signature of Witness	_____ Date

- ___ Pre-employment/Orientation
- ___ Reasonable Cause
- ___ Individual Project
- ___ Post-Accident
- ___ Return to Service
- ___ Random

T.A. WOODS COMPANY

Substance Use and Abuse Policy

Screening/Testing Custody and Control Form

Collector's Name: _____

Donor's Name: _____

Donor's SSN: _____

Reason for screening/testing:

_____ Pre-employment/Orientation

_____ Reasonable Suspicion

_____ Individual Project

_____ Random

Specimen temperature with range: _____ Yes _____ No

Specimen identification number: _____

Collector affixes bottle seal: _____ Date _____ Initials

Date and initial seal

Collection Site: _____

I certify that the specimen on this form is the specimen presented to me by the donor. I have certified that it bears the same specimen identification as set forth above, and that it has been collected, labeled, and sealed by me as required by the instructions provided.

Printed Collector's Name

Signature of Collector

Date

Donor

Donor Certification

I certify that I provided my urine, saliva and/or blood specimen to the collector; that I have not adulterated it in any manner; that each specimen provided was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen is correct.

Printed Collector's Name

Signature of Collector

Date