

DRUG-FREE WORKPLACE PROGRAM

DRUG FREE WORK PLACE POLICY

On Track Railroad Construction
1121 N. Peninsula Drive East
Cleveland, Ok 74020

1. PURPOSE/GOAL

On Track Railroad Construction is committed to protecting the safety, health, and well-being of all employees and individuals in our workplace. We recognize that the abuse of alcohol drugs poses a significant threat to our goals. We have established a DFWP that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The purpose of this policy is to meet the requirements of applicable laws and regulations to ensure that the workplace is free of illegal drugs.

- The purpose of this policy is to protect the health and safety of employees, customers and the public.
- This policy is intended to protect employer trade secrets and assets from theft and destruction.
- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- This organization does not intend to interfere with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

2: COVERED PERSONNEL

Any individual who conducts business for the company, is applying for a position, or is conducting business on company property is covered by our drug-free workplace policy.

Our policy includes but is not limited to:

- CEO
- Managers
- Supervisors
- Full-time Employees
- Part-time Employees
- Off – Site Employees
- Volunteers
- Applicants

3.DRUG TESTING

On Track Railroad Construction has adopted the following policy regarding drug testing:

- Conducts drug and alcohol testing on all employees and applicants as specified in our drug testing policy.

4.Confidentiality

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by an MRO, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records.

5.Testing Conditions

Each employee, as a condition of employment, will be required to participate in the following testing upon selection or request of management:

- Pre-employment
- Pre-duty
- Periodic Random
- Post - accident
- Reasonable Suspicion
- Return to duty
- Follow-up

6.Testing Substances

The substances that will be tested for are:

- Amphetamines
- Cannabinoids (THC)
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Alcohol
- Barbiturates
- Benzodiazepines
- Methaqualone
- Methadone
- Propoxyphene

An employee will be subject to the same consequences of a positive test if he/she:

- Refuses the screening or the test
- Adulterates or dilutes the specimen
- Substitutes the specimen with that from another person or sends an imposter
- Will not sign the required forms
- Refuses to cooperate in the testing process in a way that prevents completion of the test

7. POLICY VIOLATIONS

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If however, an individual violates the policy, the consequences are serious.

- In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn and the applicant may:
- Reapply after six months provided he/she has successfully passed a specified pre-employment drug test.

If an employee violates the drug-free workplace policy, he or she will be:

- Subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

8. RETURN-TO-WORK AGREEMENTS

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

- It is the supervisor 's responsibility to
- Observe employee performance
- Investigate reports of dangerous practices
- Document negative changes and problems in performance
- Counsel employees as to expected performance improvement
- Refer employees to the Employee Assistance Program
- Clearly state consequences of policy violations.

9. EMPLOYEE COMMUNICATION

Communicating our drug-free workplace policy to both employees and supervisors is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program.

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- The policy and assistance programs will be reviewed at safety meetings.