

 Policy #: A-14	Effective Date: 7/13/09	Page #: 1 of 3
Ref #:	Policy Council Approval Date: 7/28/09	Revision Date: 7/13/09

COMPONENT: ADMINISTRATION

SUBJECT: DRUG FREE WORKPLACE

PERFORMANCE OBJECTIVE: To maintain a workplace that is free from the effects of drug and alcohol abuse. To maintain a drug-free work force and to eliminate the safety risks, lost time and reduced productivity that results from the use and the influence of alcohol and/or drugs in the workplace, HIGHLAND RIM ECONOMIC CORPORATION hereafter called Company has adopted a substance abuse policy. The intention of this policy is to make the Company a safer and better place to work.

OPERATIONAL PROCEDURE:

Employees Subject to Testing:

All employees of HIGHLAND RIM ECONOMIC CORPORATION will be subject to testing.

1. RANDOM TESTING:

All employees of the Company may be subject to random testing for controlled substances and alcohol. Random testing will be done on percentage basis in a fair and equitable manner.

For drug and alcohol testing, an employee may be tested at any time the employee is at work for the Company.

Selection of employees for a computer-based random number generator will make random testing that is matched with employees' Social Security numbers. Each time a random selection is made, every employee will have an equal chance of being selected. Random tests will be unannounced and spread reasonably throughout the year. Employees when notified that they have been selected for random testing will proceed immediately to the collection site.

2. DISCIPLINE AND CONSEQUENCES:

Pre-Employment/Pre-Duty

An applicant for employment with a verified positive controlled substance test result will be denied employment.

Reasonable Cause:

Any employee of the Company subject to the terms of this policy, as a result of reasonable cause testing, with a verified positive controlled substance test result and/or an alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to or including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04, the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

Post-Accident:

Any employee of the company subject to the terms of this policy, as a result of a post-accident test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to or including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04, the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

Random:

Any employee of the Company subject to the terms of this policy, as a result of a random test, with a verified positive controlled substance test result will be subject to disciplinary action up to or including termination. If terminated, employee will be referred to a qualified substance abuse professional.

3. REASONABLE SUSPICION TESTING:

Any employee while on Company property, while operating a Company vehicle, or while engaging in Company business, who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated this policy, will be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of an officer of the Company.

4. CONSENT FORM

I have received a copy of the HIGHLAND RIM ECONOMIC CORPORATION Policy on Alcohol and Drug Testing for all employees. I understand and agree to abide by the policy.

Employee Signature

Date