

EAGLE CLEANING SERVICE DRUG AND ALCOHOL POLICY

Eagle Cleaning Service (ECS) is firmly committed to the health and safety of our employees. ECS considers the influence of drugs in the work place to be detrimental to our employees, our mission, our continued growth and future success. Employees with drug and alcohol abuse problems make up only a small fraction of the work force. ECS regrets any inconvenience that may be caused to other employees due to the problems of a few.

1. Rules

The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on Company property or the property of a Company customer during work hours is strictly prohibited.

The distribution, sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on Company property, or on the property of a Company customer, or during work hours is strictly prohibited.

Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances in blood or urine is strictly prohibited.

Use of alcoholic beverages on the job, or reporting or returning to work under the influence of alcohol is strictly prohibited.

Reporting to or being at work with a measurable quantity of prescribed or over-the-counter narcotics or drugs in blood or urine or use of prescribed or over-the-counter narcotics or drugs where, in the opinion of ECS, such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property is strictly prohibited. Any employee taking a prescribed or over-the-counter narcotic or drug must advise his or her supervisor of its use in writing. The

employee may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by management.

Adherence to ECS's policy on drugs and alcohol is a condition of employment for all employees. All employees will be required to sign an acknowledgment form and to consent to this policy.

All employees must notify the Company in writing of any criminal drug statute conviction for a violation arising out of conduct in the workplace, within five (5) days of such conviction.

Managers and Supervisory employees are responsible for complying with and enforcing Company policies.

Violation of ECS's Drug and Alcohol Policy may result in disciplinary action up to and including termination.

2. Drug/Alcohol Testing

Under the company Drug & Alcohol Testing Policy, an employee may be requested to undergo a urinalysis test, blood test or other diagnostic test. ECS reserves the right to test on the following occasions:

- A. As a condition of accepting the employment application.
- B. After the occurrence of any work-related accident and/or injury while on the Company property, or the property of a Company customer or during work hours, where the accident and/or injury requires off premises medical treatment.
- C. When there is reason to believe in the opinion of the Company that an employee has reported to work or is on Company property or is customer property during work hours, with a measurable quantity of intoxicants, drugs or narcotics in blood or urine.
- D. On a random basis.

3. Testing Procedure

At the option of ECS, employees may be given an initial screening at the worksite by a designated employer representative or at a designated collection site. A laboratory that has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs will perform all confirmatory testing. Testing procedures may include a screen for the following: amphetamines, methamphetamines, cannabinoids, cocaine, opiates, barbiturates, methadone, diazepam and/or alcohol. All positive tests results will be subject to confirmation testing and verification by a qualified Medical Review Officer.

4. Searches

When there is a reason to believe in the opinion of ECS that an employee is under the influence of intoxicants, drugs or narcotics, or is in possession of any intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, ECS may request that the employee submit to a search by a Company representative of his/her person and/or property (including offices, lockers, desks, cabinets, closets, purses, briefcases and/or vehicles brought onto Company premises or the premises of a Company customer during work hours).

5. Drug-Free Awareness Education Program

ECS will provide information to inform employees about the dangers of drug and alcohol abuse, the indicators of drug and alcohol abuse, the Company's policy of maintaining a drug-free workplace, the availability of community drug counseling and rehabilitation resources, and the penalties that may be imposed for violation of the policy.

Supervisory personnel will receive periodic training on the conduct, behavior and indicators of drug and alcohol abuse.

6. Discipline

An employee who refuses to submit immediately upon request to a search of his or her person or property or to a blood test, urinalysis, "breath analyzer" test or other diagnostic test, or who otherwise is in violation of this policy is subject to disciplinary action up to and including immediate termination.

Employees who are injured at work or in the course of employment may be tested for drugs and alcohol and, if impaired, may not be paid benefits under the Alabama Workers' Compensation Law, if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or to cooperate with a blood or urine test after an accident forfeits his or her right to recover Workers' Compensation benefits under Alabama Code § 25-5-51 and is subject to disciplinary action up to and including termination.

§ 25-4-78 et seq., as amended, of the Code of Alabama (1975), Unemployment Compensation, provides that no unemployment compensation will be paid to an employee dismissed after testing positive for drugs or alcohol, refusing to submit to a test for drugs and alcohol, or knowingly altering or adulterating any test sample.