



Drug and Alcohol Abuse Policy

Basis for the Policy

Dahl Electric is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services.

Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, Dahl Electric is committed to assuring a drug-free working environment for all of its employees.

Drug and Alcohol Prohibitions

Dahl Electric therefore strictly prohibits the illicit use, purchase, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner, including having a detectable presence of illegal drugs in the body systems.

In addition, Dahl Electric strictly prohibits the use or being under any influence of alcohol during working hours.

Prescription or nonprescription medications are not prohibited when taken in accordance with a lawful prescription or consistent with standard dosage recommendations. Prescription medication means a drug or medication lawfully prescribed, under both federal and state law, by a physician, or other health care provider licensed to prescribe medication, for an individual and taken in accordance with the prescription.

Employees in safety-sensitive jobs are responsible for notifying their supervisors when prescribed medications may interfere with their ability to do their jobs safely.

Drug and Alcohol Testing

Dahl Electric asserts its legal right and prerogative to test any employee for substance abuse. Employees may be asked to submit to a medical examination and/or to submit to urine, saliva, and/or breath testing for drugs or alcohol.

Employee acceptance of medical examinations and testing, when requested by Dahl Electric, is a mandatory condition of employment. Refusal to submit to such medical examinations and tests constitutes a violation of Company policy and is grounds for adverse employment action.

New Hires

All new hires—and re-hires of regular full-time or part-time employees—will acknowledge receipt of Dahl Electric's policy during the application process and are required to submit to a pre-employment drug test. Failure to pass this drug test shall result in denial of employment.

Notification of Criminal Convictions

Any employee convicted of a violation of a criminal drug statute that is workplace-related must notify Dahl Electric in writing within five calendar days of the conviction. [This provision is required for most federal contractors and most recipients of federal grants under the Drug-Free Workplace Act of 1988.]



Searches

When Dahl Electric has any reason to believe that an employee is violating any aspect of this policy, he or she may be asked by Dahl Electric to submit immediately to a search or inspection at any time (including during breaks and the lunch period) while on Company premises *or* in Company property.

This includes a search of an employee's person and/or the requirement that the employee make his or her locker, lunch box, briefcase, purse, pockets, wallet, personal belongings, desk, work station, vehicles or any other property he or she uses, or has access to, available for inspection.

Entry on to Company premises constitutes consent to search and inspections.

An employee refusal to consent to a search or inspection when requested by Dahl Electric constitutes a violation of Company policy and is grounds for adverse employment action.

General Responsibility and Applicability

Substance abuse prevention is everyone's responsibility. Dahl Electric expects all of its employees to recognize and accept this responsibility, and to do their part in assuring that, working together, we can achieve and maintain a drug-free working environment for all Dahl Electric employees.

This policy applies equally to all Dahl Electric personnel, no matter what position or employment status, including *all* management employees, contract employees, and part-time employees—without exception.

Discipline

Any violation of this policy shall result in adverse employment action up to and including dismissal and referral for criminal prosecution. An employee will not be terminated solely for a first-time verified positive drug or alcohol test, but will be given the opportunity for job retention through a last chance agreement. However, nothing in this policy prohibits an employee from being terminated for reasons other than the positive test result. Employees may be disciplined for failure to report an injury in the workplace.

Confidentiality

All information received by the employer through a drug / alcohol testing program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

Reservation of Rights

Dahl Electric reserves the right to interpret, change, or rescind the Employee Drug and Alcohol Abuse Policy, or any part of it, with or without notice, subject to state and federal laws and relevant collective bargaining agreements.

The Employee Drug and Alcohol Abuse Policy does not create a binding employment contract or modify an existing contract.