

Substance Abuse Program

Purpose

Kibby Welding is dedicated to the protection of its employees from situations arising from substance abuse. To ensure that its workforce is productive, its facility is safe, and the success of its business is not hindered by substance abuse Kibby Welding has established a Substance Abuse Program. At the same time, the program will promote morale and reduce absenteeism, accident potential, and health and workers' compensation insurance.

Administrative Duties

Louis Kibby, our company's Substance Abuse Program Administrator, is responsible for developing and maintaining the written substance Abuse Program. This person is solely responsible for all facets of the program and has full authority to make necessary decisions to ensure the success of this program. The Human Resource Director is also qualified via appropriate training and experience that is commensurate with the complexity of the program to administer or oversee it and conduct the required evaluations of program effectiveness.

Company Policy

Because our company is concerned about

- Workplace safety,
- Worker health,
- Product quality,
- Productivity,
- Public liability, or
- Regulatory compliance.

It is committed to a drug- and alcohol-free workplace. Our company substance abuse policy statement is as follows:

The possession, sale, or use of illegal drugs is inconsistent with the company's objective of operating in a safe and efficient manner. Accordingly, no officer, employee, agent, contractor, or visitor shall use or have in his or her possession illegal drugs during working hours or on company property at any time. Additionally, no officer, employee, agent, or contractor shall report to work while under the influence of alcohol or illegal drugs.

Anyone violating this policy will be subject to the following:

The services of any employee who engages in such conduct will be subject to discipline up to and including discharge per vested authority. The only exception is the taking of prescribed drugs under the direction of a physician. The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action, up to and including termination of employment.

Kibby Welding will give each employee a copy of our drug-free workplace policy statement.

If you have a substance abuse problem, it is your responsibility to seek and complete treatment. We encourage you to contact one of the many resources that are in the area that specialize in these areas.

Participation in our employee assistance program (EAP) is confidential, and will not jeopardize employment or advancement, but participation will not protect employees from disciplinary action for continued unacceptable job performance or policy violations.

If you think someone you know (like a co-worker or a family member) has a drug problem, you could tell the person that, based on what you've seen, you believe something is happening and it concerns you. Urge that person to get help. If nothing is done, that person could adversely affect the wellbeing of himself/herself, but you, your family, and the company.

Drug and Alcohol Testing

We retain the right to test our employees for alcohol and drugs according to the following guidelines:

- Pre-employment.
- Following any work-related injury that requires medical attention.
- Following any accident that results in property damage.
- Reasonable suspicion.

If a test reveals a positive result, then

See the Drug and Alcohol Testing section later in this written program for more details.

Company-Sponsored Activities

The Company prohibits the use of alcohol during company-sponsored activities.

Supervisor Training

Supervisors are the key to the success of our policy. As the people in direct contact with employees, supervisors can detect performance problems that may indicate substance abuse. Supervisors are responsible for:

1. Observing and documenting unsatisfactory work performance or behavior;
2. Talking to employees about work problems and what needs to be done about them (i.e., contacting the Employee Assistance Program or local resources);
and
3. Other responsibilities.

In order to carry out their responsibilities properly, supervisors must understand the substance abuse policy, be able to explain the policy to employees, and know when to take action.

Our supervisors are *not* responsible for diagnosing substance abuse problems and treating substance abuse problems.

Our supervisors are trained to observe employees' job performance noting the following items:

1. Physical signs: Unusual clumsiness and frequent illness;
2. Mood: Unusually lighthearted one day and depressed the next;
3. Absenteeism: More than usual;
4. Actions: Violent reactions when things go wrong or when upset;
5. Accidents: Increased number of accidents; and
6. Relationships: Easily irritated by others; would prefer being left alone rather than interacting with other employees.

Other training topics we cover with our supervisors include the following:

- Information on specific drugs,
- Methods of detecting drug and alcohol use,
- Insurance coverage for substance abuse treatment,
- Prevention and education strategies, and
- Background on drug testing issues and how the drug-testing program relates to the EAP.

The company-training program uses classroom instruction that uses lectures, discussions, videotapes, and/or conference formats.

The Human Resources Department is responsible for providing supervisor training. The Human Resource Director and/or Safety Manager is responsible for conducting the training.

Employee Education and Awareness

Our employees must understand and remain aware of our ongoing commitment to a drug-free workplace. All new and current employees must successfully complete Kibby Welding Employee Education and Awareness Program.

The Human Resource Department will identify when each employee will receive retraining. The Human Resources Department and/or Safety Manager is responsible for conducting this training.

The company-training program uses Classroom instruction including lecture, discussion, videotape, and/or conferences.

Through training, Kibby Welding ensures that employees are knowledgeable in the following:

1. Dangers of drug abuse,
2. Our drug-free workplace policy,
3. The availability of any drug counseling programs,
4. The possible penalties for drug abuse violations occurring in the workplace,
5. Your company's EAP and its services,
6. How drugs and alcohol actually affect the company and the employee including productivity,
7. Product quality,
8. Absenteeism,
9. Health care costs and/or accident rates,
10. Testing procedures,
11. Health effects of alcohol and drugs,
12. How drugs affect the community,
13. Illegal drugs (what they look like, how they are used, their effects),
14. The symptoms of overdose and withdrawal),
15. How the use of alcohol and drugs can influence their children's behavior,
16. How to help others avoid involvement in substance abuse, and
17. How to recognize the signs of substance abuse.

Employee Assistance

Employees often face problems that can affect their job performance. These problems come from many sources: substance abuse, family difficulties, financial

troubles, or emotional upsets. To help employees deal with their problems, Kibby Welding has set up an Employee Assistance Program (EAP). In general, an EAP can reduce accidents and absenteeism and raise productivity. More importantly, an EAP can help employees identify and resolve problems through confidential, short-term counseling, referrals, and follow-up services.

Our EAP is located at the following address:

See the Safety Director for the most current list of EAP providers

This EAP provides the following services:

Louis Kibby for the list of services the EAP members provide.

Employees are generally referred to our EAP in one of the following ways:

- Self-referrals,
- Supervisory referrals,
- Drug test referrals,
- Family referrals, or
- Others.

The role of our supervisors is not to judge whether a problem exists, but only to refer an employee to a trained professional for that determination.

Drug and Alcohol Testing

Our drug and alcohol-testing program is also part of our Substance Abuse Program. We have set up a drug-testing program for the following reasons:

1. It is the right business decision for your company; or
2. The work your employees do falls under rules that require drug testing.

Recordkeeping

Louis Kibby is responsible for maintaining all records and documentation related to employee training and testing.

Conviction Notification

Kibby Welding will ensure that the contracting agency is notified within 10 days after receiving notice that an employee has been convicted of violating any criminal drug statute.

Employee Sanction

Kibby Welding will ensure that any employee who is convicted of violating any criminal drug statute, will have sanctions imposed or will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.