

**SUBSTANCE ABUSE POLICY SUMMARY**  
**ACKNOWLEDGMENT AND CONSENT**  
**EHS Procedure #024**

NCS Form 011

**Revision 4, Date 07-16-18**

**PURPOSE:** The Company has adopted the Substance Abuse Policy as summarized below. The Company has a commitment to the safety of our employees and to the quality of work performed for our customers. The use, possession, or distribution of drugs or alcohol during working hours is completely inconsistent with the achievement of these objectives.

**PROHIBITED CONDUCT:** Any form of possession, distribution, and/or sale of controlled substances or drugs, or the use of alcohol on Company property or during working hours is contrary to Company Policy, and will result in immediate discharge. Reporting to work or working under the influence of any controlled substances or drugs or under the influence of alcohol is contrary to Company Policy. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Employees undergoing medical treatment where drugs are prescribed by a physician should report treatment to the Nitro Construction Services Management. Some prescription drugs have the potential to affect an individual's ability to work safely. It is very important to notify management whenever prescription drugs must be taken during or before working hours.

**DRUG AND ALCOHOL TESTING:** As a condition of employment, all employees and/or applicants shall be subject to substance abuse, drug and alcohol screening tests. Screening tests will include pre-hire testing, random testing, testing for cause, and post-accident testing. Post-Accident testing shall be conducted for any employee who may have caused or contributed to an accident while conducting job duties and shall be done as soon as possible after the incident occurred and after any necessary medical attention has been administered to the employee. These tests will be performed under the direction of the Company and all non-negative initial tests will be subject to confirmatory testing. Any applicant or employee refusing to submit to a test shall be dismissed. A positive test result, indicating that an individual was present at work while having controlled substances, drugs or alcohol in his or her system, will subject that individual to dismissal. Dismissal for positive results or refusal to submit to testing under the terms of the Policy will result in ineligibility for rehire for a period of at least one year.

**APPLICABILITY OF CUSTOMERS OR OWNERS POLICY:** This policy is not all-inclusive, as Company employees may also be subject to additional policy requirements regarding drug and alcohol use and/or possession by the policy of a customer. Where a customer or owner policy meets or exceeds the Company policy, the customer or owner policy will serve as the primary testing policy. It is your responsibility to find out from your supervisor if there are additional policy requirements of a customer and abide by these requirements as well.

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**ACKNOWLEDGMENT AND CONSENT:**

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Employee Name (Sign)

Date

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Employee Name (Print)