

## DRUG AND ALCOHOL POLICY

It is the policy of the Company to maintain a workplace that provides a safe, efficient and professional environment for all employees. The use and abuse of drugs and alcohol pose a serious threat to the Company's economic survival, the ability to employ our personnel and the privilege of providing service to our customers in a safe and efficient manner. The use and abuse of drugs and alcohol may also pose a serious threat to the health, well being and safety of our employees. For these nonexclusive reasons, the Company prohibits the use, possession, sale and/or distribution of all illegal drugs, drug related paraphernalia, intoxicating substances or alcohol on Company property, in Company vehicles or while engaged in Company activities and work activities at any location. Being in possession of and/or under the influence of drugs or alcohol while engaged in Company activities and work activities at any location, while on Company property or while in Company vehicles is also strictly prohibited.

To enforce this drug and alcohol policy, the Company will or may do the following:

1. Enforce the monitoring policy described in this handbook.
2. Observe employees in the performance of job duties on a day to day basis.
3. Conduct the following types of drug and alcohol testing:
  - a. Preemployment: All applicants are required as a condition of employment to pass a preemployment drug and/or alcohol test.
  - b. Post accident: All persons whose conduct may have been a contributing factor in an accident will be tested for drugs and/or alcohol after such accident.
  - c. Random: Testing may be done on an unannounced, random basis.
  - d. Reasonable cause: An employee may be tested when a representative of the Company has reason to believe that an employee is under the influence of drugs and/or alcohol based on behavior, job performance, physical signs of drug and/or alcohol use and/or other factors.

Prescription drug use and use of other medication can also have a negative or adverse effect on maintaining a safe working environment. For this reason, only the person to whom a drug is prescribed may possess and use the prescription drug. All medication must be in a properly identified prescription container or a manufacturer's container if bought over the counter. Employees who perform safety sensitive functions and who are using medication that may prevent them from performing their jobs safely must contact their supervisor before reporting to work and must complete a medication

report form. The Company reserves the right to consult with a physician to determine whether the use of a medication will affect the safe performance of job duties.

Any employee who violates any portion of this policy will be subject to disciplinary action, up to and including termination. Any employee who refuses to take a drug or alcohol test or who alters a sample in any way will be subject to disciplinary action up to and including termination. Applicants who test positive on a preemployment drug or alcohol tests will be denied employment. Applicants who refuse to take a drug or alcohol test or who alter a sample in any way will be denied employment. Any person, such as a contractor's employee, who violates this policy will be denied access to Company property, Company vehicles or other locations over which the Company has authority.

**Employees who test positive on drug or alcohol tests may be denied workers' compensation or unemployment compensation benefits under Louisiana law.**