

## Drug and Alcohol Policy

Magnetec Inspection, Inc. requires all potential employees to be urine drug tested, breath alcohol tested and hair tested prior to employment. Magnetec Inspection, Inc. utilizes a third party administrator (DISA) to analyze and post results of drug testing. All potential employees must pass all parts of the drug and alcohol tests to be considered for employment.

Magnetec Inspection, Inc. through DISA requires random drug and alcohol testing as well as yearly hair testing. All employees must go, within the specified time period, after receiving notification that they have been randomly selected, to an approved collection site with the paperwork provided to them to take the random tests.

All Magnetec Inspection, Inc. employees are subject to reasonable cause testing as well. Any employee believed to be under the influence or is exhibiting any type of behavior that is out of the ordinary (including but not limited to slurring, lack of coordination, drowsiness, extreme excitability, profuse sweating in an inappropriate environment etc.) will be escorted to a collection site by a supervisor or other competent employee to take a drug and alcohol test.

Any Magnetec Inspection, Inc. employee involved in a work related accident will be subject to a drug and alcohol test.

At any time, if a Magnetec Inspection, Inc. employee does not receive an acceptable drug test and/or alcohol test, the employee will not be allowed to work or perform any other function at any client/host sites. DISA will require the employee to complete several different return to work steps before they can be retested and returned to the drug and alcohol program. The employee may not return to a client/host site until all DISA mandated return to work clauses have been satisfied. The employee will be responsible for all costs associated with return to work programs.

Employees are expected to have drug/alcohol/hair testing forms with them at all times.

Employees may request, at any time, copies of their results. Requests should be submitted to Michelle Eaker.