



Our Commitment to a Drug and Alcohol Free Workplace

We are committed to managing a safe, healthy, secure, productive and efficient workplace for all employees and supplier personnel. We recognize that drugs, alcohol and other types of substance abuse will impair the ability of persons to perform their duties safely.

Being unfit for work due to the use of drugs or alcohol is strictly prohibited. The misuse of legal medications or the use, possession, distribution or sale of illicit or un-prescribed controlled drugs or alcohol on company business or premises is strictly prohibited and is grounds for disciplinary actions up to and including dismissal. While this document refers to drugs and alcohol, it is intended to apply to inhalants and all other forms of behavior altering substance abuse.

Polarcus recognizes drug and alcohol dependency as a treatable condition. Employees who suspect they have a drug or alcohol dependency are encouraged to seek advice from a licensed medical professional and to follow appropriate prescribed treatment promptly before it results in job performance problems.

If an employee violates the provisions of "Our commitment to a drug and alcohol free workplace", appropriate disciplinary action will be taken. Such disciplinary action will not be avoided at that time by a request for treatment or rehabilitation.

No employee with drug or alcohol dependency conditions will be terminated due to a request for help in overcoming that dependency. However, an employee who has had or is found to have a substance abuse problem will not be permitted to work in positions designated by management as being safety sensitive or critical to the safety and well-being of employees, third party or sub-contractors. Any employees returning from rehabilitation will be required to participate in a company approved after care program which will entail a regular schedule of drug and alcohol testing. The employee may be reinstated to his "safety sensitive" position only at the discretion of the Polarcus management and after a probationary period is successfully completed.

If an employee suffering from alcohol or drug dependency refuses rehabilitation, fails to respond to prescribed treatment or fails to meet satisfactory standards for work performance, appropriate disciplinary action will be taken.

Polarcus may conduct unannounced searches for drugs and alcohol on any company owned or operated property. Polarcus will also require employees to submit to medical evaluation or drug and alcohol testing where reasonable cause exists, including post incident. Unannounced random drug and alcohol testing will be conducted periodically. In addition applicants accepting offers of employment with Polarcus may be required to submit to a drug test.

Supplier personnel on a Polarcus owned or operated facilities are also covered under the same search and testing provisions of this policy. Those who violate the policy will be removed from company premises and denied future entry.