



## **MADMC ENTERPRISES POLICY ON SUBSTANCE ABUSE PREVENTION PROGRAM (SAPP)**

MADMC ENTERPRISES LLC is concerned with its employees' and contractors' safety and realizes that the state of an employee's health can affect job performance and safety.

Use and misuse of alcohol, drugs, or inhalants can and does impair the ability of an employee to perform his/her duties and may pose serious safety and health risks to themselves, co-workers, and the public, as well as property. MADMC ENTERPRISES seeks to prevent the use/abuse/misuse of alcohol, drugs, and inhalants by employees and contractors in any way, which impairs their ability to perform their duties. Early recognition and treatment of substance dependence problems is important to rehabilitation.

For these safety and health reasons and because of federal law requirements, MADMC ENTERPRISES has established the following policy with regard to the use, possession, or sale of alcohol, drugs or inhalants, and has determined that any refusal to cooperate with the Company's request for a drug screen or sobriety examination will result in immediate suspension and ultimate discharge of an employee/contractor, in the absence of circumstances acceptable to the Company.



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**POLICY**

- I.** No employee/contractor shall report for work or remain on duty with possession, after use, or while impaired by alcohol, drugs or inhalants. The use, possession, or sale of alcohol, drugs or inhalants by any employee during working hours or on Company property is prohibited.

**II. LEGALLY PRESCRIBED MEDICATIONS:**

- A. Use of legally obtained drugs (including alcohol, inhalants or other chemicals) which adversely affects job performance or safety is also prohibited. Employees/contractors using legally obtained drugs are required to notify their supervisor and obtain prior approval.
- B. An employee/contractor with a current and valid prescription by a qualified physician for the use of a drug, must notify their supervisor of such use and the possible side effects of any such drug or medication where the employee may be impaired by the use of such drug. MADMC may, at its discretion, require an employee to refrain from working while impaired by any drug or medication.

**III. DEFINITIONS**

- A. Company Premises - All company property including vehicles, lockers, and parking lots.
- B. Company Property - All company owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.
- C. Alcohol means ethyl alcohol (ethanol) and includes all liquids containing ethyl alcohol.
- D. Drug means any substance or chemical that has mind or function altering effects on the human body, including prescription and over-the-counter medications.
- E. Illegal Drug - An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of, is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

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- F. Inhalants are breathable chemical vapors that produce psychoactive (mind-altering) effects.
- G. Possession means on one's person, in one's personal effects, in one's vehicle, or under one's control.
- H. Sale means any exchange, transfer, or sharing whether for money or otherwise.
- I. Impaired means a condition wherein any of the body's sensory, cognitive, or motor functions or capabilities are altered, diminished, or affected.
- J. Use means any form of consumption, ingestion, inhaling, or injecting.
- K. Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a policy violation has occurred.
- L. Testing - Is generally defined as a urine, or breath test to determine chemical or drug content. Any employee may be tested for drug or alcohol use when there is "reasonable cause/reasonable suspicion that:
1. use of a substance is affecting performance, or;
  2. the employee is engaged in any prohibited acts or activities in this policy.
- L. Under the Influence - The detectable level of drugs or alcohol in the individual's system which will be regarded as "under the influence" will be the level applicable to MADMC employees and to MADMC 's policy.
- M. Testing Cut-Off Levels - At a minimum, MADMC employees' urine samples will be tested for the following drugs at the following cut-on levels. An initial test should be performed via Enzyme Multiplied Immunoassay Technique (EMIT), and where positive, followed by a more precise test, Gas Chromatography/Mass Spectrometry (GC/MS). The test should be considered positive when the presence of an identified substance is equal to or greater than the following levels of substances recognized under MADMC 's policy:

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<b><u>Substance</u></b>	<b><u>EMIT</u></b>	<b><u>GC/MS</u></b>
Amphetamines	300 ng/ml	100 ng/ml
Antidepressants	n/a	200 ng/ml
Barbiturates	300 ng/ml	100 ng/ml
Benzodiazepines	300 ng/ml	100 ng/ml
Marijuana	20 ng/ml	20 ng/ml
Cocaine	300 ng/ml	50 ng/ml
Methadone	300 ng/ml	300 ng/ml
Methaqualone	300 ng/ml	50 ng/ml
Opiates	300 ng/ml	100 ng/ml
Phencyclidine	75 ng/ml	10 ng/ml
Propoxythene	300 ng/ml	100 ng/ml

Alcohol abuse should be tested with results of 0.05% Blood Alcohol Content (BAC) or greater considered positive.

- N. Employee - Any person employed (full time or part time) by MADMC or those which represent MADMC on behalf of contractor or Independent Contractor status.

**IV. DRUG FREE WORKPLACE ACT**

- A. MADMC requires its employees under the DRUG .FREE WORKPLACE ACT OF 1988 to inform the Company of any criminal drug conviction no later than five (5) days after the conviction. This includes any drug related felony or misdemeanor convictions under local, state, or federal laws.

**V. DRUG SCREEN AND SOBRIETY EXAMINATIONS**

- A. MADMC may require an employee to submit to a breath test, urinalysis, or other screening in connection with a physical examination when:
- 1) The use of alcohol, drugs, inhalants or other impairing substance before reporting to work, during work or within close proximity to reporting time is indicated; or
  - 2) The appearance, behavior, or actions of an employee seemed to be consistent with the use of alcohol or drugs or when MADMC believes or suspects that there may be an alcohol, drug-related or substance problem as it pertains to job performance, including, but not limited to, productivity, deteriorating performance, safety or attendance at a MADMC or client work site; or



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- 3) Incidents or accidents resulting in injury, lost time, or damage to property occur under such conditions as justify such testing in the opinion of the Company; or
  - 4) The Company determines that it is desirable, necessary, required by law, or beneficial to the management of the business of the Company; or
  - 5) The employee is assigned to client premise, whereas, the client requires mandatory pre-assessment screening which may include, but not limited to the following:
    - a. Substance screening shall be conducted for pre-assignment testing through the use of acceptable urine sample procedures.
    - b. All MADMC employees offered an assignment to a client work site shall be made aware of pre- and post-assignment screening and post-assignment searches by a written statement during the pre-assignment interview process.
    - c. MADMC employees who test positive do not have the right to have their samples re-tested.
    - d. MADMC employees failing the substance screen will not receive further consideration for assignment to the client work site.
  - 6) When assigned to a client facility, the employee who is determined to be in a safety, sensitive, security position is subject to random screening.
- B. All employees are required to consent to such testing and the release of laboratory results as a condition of continued employment.

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**VI. GENERAL POLICY PROVISIONS**

- A. Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action to include immediate termination:
  - 1. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased or rented vehicles, or on business.
  - 2. Working or reporting to work, conducting company business or being on company premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol, inhalants or in an impaired condition.

**VII. SEARCHES**

- A. MADMC may, from time-to-time, and without further notice, conduct searches for alcohol, drugs or other substances on Company premises or property of any employee's possessions or in vehicles on Company premises. All employees are required to cooperate during such searches.
- B. MADMC reserves the right to search its premises at any time. Employees' property, vehicles, or belongings that are brought on Company premises are also subject to search. Failure to consent to such searches may subject an employee to immediate discipline, up to and including discharge.
- C. Conditions under which searches shall be considered include situations in which a MADMC or contract employee is found to be in an "unfit condition"; situations involving an "incident on duty"; "post accident" situations; situations involving reasonable suspicion, or situations when MADMC believes the possession of alcohol, drugs, inhalants or contraband (firearms, weapon, explosion, etc.) may be occurring in violation of the MADMC or client s policy.



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**VIII. PREVENTIVE ACTS**

- A. Employees taking drugs prescribed by a physician must advise their direct Supervisor in writing of the possible effects of such medication on their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the direct supervisor prior to the employee commencing work. All medical information will be kept confidential and the employer, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.

**IX. REHABILITATION**

- A. Employees who voluntarily disclose alcohol, drug or substance abuse will be eligible, on a one-time basis, to participate in substance abuse rehabilitation program to be referred by Cabo. Successful participation and completion of a substance abuse rehabilitation program, alone, will not result in the discharge of an employee. Eligibility for participation in the substance abuse rehabilitation program is predicated upon voluntary self-disclosure. Company detection of alcohol, drug or substance use or dependency will preclude an employee's participation in a rehabilitation program, free of disciplinary action

**X. DISCIPLINARY ACTION**

- A. Any employee violating the Company's Substance Abuse Policy will be subject to disciplinary action, including immediate discharge, even for the first offense.
- B. This policy applies to all employees of the Company regardless of rank or position and includes temporary, part-time and contract employees.