	Health, Safety, and the Environment (HSE)	Document: Drugs and Alcohol Policy Date Issued: 11/22/2018 Revision Date:
DRUGS AND ALCOHOL POLICY		Revision No.:
Prepared By Angela Narehood Office Manager	Approved By David Visser Safety Coordinator	Page: 1 of 3

Clear Water Technologies is committed to providing and maintaining a workplace that is safe and productive. To that end, the company does not tolerate the possession, sale, or use of illegal drugs; the improper possession, sale, or use of other controlled substances; or the possession, sale, or use of alcohol while at a job site or when engaged in work-related activities. Employees are required to report to job sites, client meetings (whether in person or by phone), and the office, able to competently and safely perform their job duties.

ELIGIBILITY

All employees.

PROCEDURES

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs (including marijuana regardless of prescription) or other unauthorized, mind-altering or intoxicating substances while on company and client property (including parking areas and grounds) or while otherwise performing their work duties away from the company’s premises. Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. Employees also are prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana regardless of prescription) and from having excessive amounts of otherwise lawful controlled substances in their systems. This policy does not apply to the authorized dispensation, distribution, or possession of legal drugs where such activity is a necessary part of an employee’s assigned duties.


All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with employees’ ability to perform the essential functions of their jobs.

PRESCRIPTION DRUGS

With the exception of medically prescribed marijuana, the proper use of medication prescribed by an employee’s physician is not prohibited; however, the company does prohibit the misuse of prescribed medication. Employees’ drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that may cause a risk of harm to themselves or to others in performing their job duties. It is an employee’s responsibility to determine from his or her physician whether a prescribed drug may impair the employee’s job performance.

NOTIFICATION OF IMPAIRMENT

It is the responsibility of each employee who observes or has knowledge of another employee who is in a condition that impairs the employee in the performance of his or her job duties, who presents a hazard to the safety and welfare of others, or who is otherwise in violation of this policy, to promptly report that fact to his or her immediate supervisor.

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WHO IS TESTED

Applicants may be tested after they receive a conditional offer of employment from the company. Employees may be required to submit to drug or alcohol screening whenever the company has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, client complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident.

Additionally, employees in safety sensitive positions may be tested on a random or periodic basis. In addition, various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws.

DISCIPLINE

Clear Water Technologies enforces a zero-tolerance policy. Violation of the rules set herein may result in immediate termination.

ENFORCEMENT POLICY


To enforce this policy, the company may investigate potential violations and require employees to undergo drug or alcohol screening, including urinalysis, blood tests or other appropriate tests, and, where appropriate, searches of all areas of the company’s physical premises, including personal articles, employees’ clothes, desks, work stations, lockers, and personal and company vehicles. Employees who refuse to cooperate with searches or investigations, submit to screening, or fail to execute consent forms when required by the company will be subject to disciplinary action up to and including termination of employment. In addition, all employees are required to complete the AWT training module, “Dealing with Drug and Alcohol Abuse in Construction for Employees”.

INVESTIGATION | SEARCHES

When a manager or supervisor has reasonable suspicion that an employee has violated this policy, the supervisor or his or her designee may inspect vehicles, lockers, work areas, desks, purses, briefcases, backpacks and other locations or articles without prior notice to ensure a work environment free of prohibited substances. Employees may be asked to be present and remove a personal lock from a locker or locked container. A locked locker or container does not prevent the company from searching such article. Employees therefore should have no expectation of privacy for personal belongings brought onto company premises and locked in a locker or locked container. When an employee is not present or refuses to remove a personal lock, the company may do so for the employee, and compensate the employee for the lock.

WHAT HAPPENS WHEN AN EMPLOYEE TESTS POSITIVE FOR PROHIBITED SUBSTANCES

All employees who test positive in a confirmed substance test will be subject to disciplinary action, up to and including termination.

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I acknowledge receipt and understanding of the Clear Water Technologies Drugs and Alcohol Policy and have successfully completed the AWT / MARCOM interactive webinar course on “Dealing with Drug and Alcohol Abuse in Construction for Employees”.

Print Name

Signature

Date