

**AMROC  
ANTI DRUG AND ALCOHOL PROGRAM  
STATEMENT OF POLICY**

Safety problems are created when employees use controlled substances. Every day employees are entrusted to safely operate their equipment. Not only can the abuse of drugs and alcohol jeopardize the health and safety of the employees, it can also endanger the safety of the public. The substance abuse policy will contribute to the solution of this problem. The policy is intended to accurately detect and to deter the use of drugs and the misuse of alcohol.

AMROCs substance abuse policy calls for the use of drug and alcohol testing. The most reliable tests in the industry will be used. The policy also respects and recognizes the dignity and privacy of the employees in accordance with governmental regulations. Any employee who desires to review the results of a positive test will be allowed to do so. "Wellness" clinics and assistance programs are available to any one who feels they may have a problem.

**Drug Policy**

Consequences of a "positive" test result or refusal to take test are:

- A. Subject to disciplinary action including termination.
- B. Employee will be immediately removed from any and all safety-sensitive related functions and position.
- C. Must be referred to S.A.P. (Substance Abuse Professional).
- D. The F.A.A. must be notified of "positive" test result within two working days.

**Alcohol Policy**

1. Any employee who registers an alcohol concentration of 0.04 on any test administered by or for AMROC or who engages in other alcohol misuse will be subject to all appropriate disciplinary procedures and may be required to be evaluated and treated as a condition to further employment.
2. Employees self-referring for an alcohol problem prior to being selected for testing will not be terminated and may be sent to a substance abuse professional for evaluation.
3. Any employee who refuses an FAA-mandated alcohol test will be subject to all appropriate disciplinary procedures, including termination.
4. Any employee who registers an alcohol concentration of 0.02-0.039 on an FAA-mandated test will be sent home for the day in an unpaid status the first time such a test result is obtained in addition to all appropriate disciplinary procedures and may be required to be evaluated and treated as a condition of further employment. Any employee who twice registers an alcohol concentration of 0.02-0.039 on FAA-mandated test will be subject to termination or evaluation and treatment at the company's option. In extraordinary circumstance, this company may exercise the right to retest an employee rather than send the employee home.
5. Any employee who will be terminated will be advised to obtain an evaluation from the SAP to determine if the employee is in need of assistance. The Company will receive the SAP report. A copy of the report will be given to the employee, if the employee provides the SAP with a self-addressed stamped envelope.