

Drug and Alcohol-Free Workplace Policy

PURPOSE

The purpose of this policy is to provide and maintain a drug and alcohol-free work environment for all Cherry Hill Glass employees. Such an environment is in line with our objective to provide our clients with the highest quality service and our employees with the highest quality work environment.

POLICY

The use, presence in the body, distribution, or possession of alcohol or drugs by Cherry Hill Glass employees when working for or while on Cherry Hill Glass property or job sites is strictly prohibited. This does not apply to over-the-counter or prescription drugs when used according to recommended dosage prescribed by a licensed physician for the named individual's use.

Employees, however, are responsible for being aware of the potential effect such drugs may have on the reactions, judgment, or ability to perform their duties. If impairment is possible, employees must report such use to their supervisors prior to reporting to work.

PRE-EMPLOYMENT DRUG TESTING

Each applicant for employment is required, as a condition of employment, to undergo a urine drug screen within two days of employment. If an applicant tests positive and is determined to be in violation of this policy, the applicant will be ineligible for employment until:

THE APPLICANT SUBMITS TO A SECOND URINE DRUG SCREEN TEST AFTER A 30-CALENDAR DAY WAITING PERIOD WHICH DOES NOT DISCLOSE THAT THE APPLICANT IS IN VIOLATION OF THIS POLICY.

If an applicant is hired following a subsequent urine drug screen test, he or she must submit to another urine drug screen test within sixty days following the date of employment, and will be subject to unannounced drug testing for twelve months as a condition of employment. Charges for any positive tests will be the responsibility of the applicant and re-testing shall be done at their expense.

INJURY OR ACCIDENT / INCIDENT REQUIRED ALCOHOL AND DRUG SCREEN

All employees of Cherry Hill Glass will be required to take an alcohol blood test and Urine Drug Screen if he or she is involved in an accident/incident or is injured on the job. An alcohol blood test and Drug Screen can take place at same place employees received medical attention, or it can be a facility where Cherry Hill Glass already has an account for Drug Screens. All records will be kept confidential with employee and Cherry Hill Glass personnel in charge of Alcohol and Drug Testing Program.

RANDOM DRUG TESTING

All current employees are subject to undergoing random urine drug screening.

This random testing will be conducted in the following manner:

1. Cherry Hill Glass will work in tandem with the Impact Drug Testing Program.
2. Each month Cherry Hill Glass receive a random testing number from Impact.
3. Cherry Hill Glass will send paperwork with testing instructions and lab location to any employee whose last digit of their social security number matches that random monthly number.

***In order to give employees as much protection as possible in the rare event that there might be a false positive test result, the testing clinic will directly notify any employee who tests positive on the first test. If**

the employee wishes to contest the results, he or she may repeat the test within five days after being notified of the positive result. It is the employee's responsibility to contact the Cherry Hill Glass Safety Director to arrange for a repeat urine drug screen.

If the employee is re-tested and the results of the second test are negative, the employee shall submit to a urine drug screen testing at any time over the next 12 months.

If the second test is positive the employee will not be eligible to retest for 30 days.

This procedure applies only to the random testing of current employees.

FOR CAUSE DRUG TESTING

Subsequently, each employee, as a condition of continued employment is subject to alcohol and/or urine drug screening, at the determination of the responsible department, manager or project supervisor to whom he or she reports under the following conditions:

Employees will be tested "for cause" in the event of: irrational or unusual behavior; injury, accident, incident, or damage to Company and/or customer personnel or equipment; negligence or carelessness; disregard for the safety, life, or well-being of any Company employee or customer; reporting to or remaining at work in an apparently unfit condition; or any other reason the Company deems sufficient.

If an employee tests positive and is determined to be in violation of this policy, he or she will be terminated.

Any employee terminated for a positive drug test result is eligible for rehire after a 30-calendar day period. If a Project/Department Manager chooses at their discretion to consider rehiring this employee, the following guidelines shall be established before the employee is eligible for employment:

- The employee shall successfully submit a negative drug screen.
- The employee shall submit to drug screen testing at any time for their duration of employment with the Company.
- Proof of participation in a rehabilitation program may be required, especially in the case of CDL or safety sensitive positions.

An employee who refuses to submit to drug testing as provided for in this policy will be asked to leave the office or job site immediately and will be discharged immediately.

Any employee engaged in the use, possession, purchase, sale, or transfer of any controlled substance while on Company property or work sites will be terminated and removed from the work place, and may be subject to criminal investigation and/or prosecution.

Any attempt to invalidate a test will result in a no offer of employment being extended to an applicant and the termination of employment for a current employee.

Arriving on Company property or work sites while under the apparent influence of a controlled substance, either of legal or illegal nature, including alcohol is prohibited and the employee is subject to disciplinary action up to and including termination.

Drug and Alcohol-Free Program Acknowledgment Form

Cherry Hill Glass has a policy prohibiting possessing, distributing, using, consuming, or being under the influence of alcohol or illegal and unauthorized drugs and other harmful substances in order to provide a safe and healthy work environment for the company's employees, visitors and other personnel.

Therefore,

- I acknowledge my employer's right to develop and implement a drug testing program.
- I understand that I may be dropped from consideration for employment with Cherry Hill Glass if the results of my urine drug screen indicate that I tested positive for the presence of illegal drugs.
- I understand that such tests are to be done under controlled conditions with the utmost concern for each employee or person's privacy.
- I have read and understand the Cherry Hill Glass Drug and Alcohol-Free Policy requirements. I accept Cherry Hill Glass conditions for consideration of employment and consent to the requirements of a urine drug screen as an indicator of my ability to perform work safely.
- I hereby voluntarily consent to testing by the Laboratory contracted to perform this service by the company. Specifically, I volunteer to the taking of blood, urine, breath, and any other samples for testing to determine the presence of controlled substances (drugs) and/or alcohol in my system.
- I voluntarily authorize the release of the results of my test to Cherry Hill Glass supervisors and management who will use it to determine if I am in compliance with company work rules and policies on controlled substances (drug) and alcohol.
- I also understand that, by refusing to give written consent to drug testing, such refusal is a violation of company policy and subjects me to disciplinary action, up to and including discharge. I also understand that my refusing to provide a blood, urine, breath, or any other sample for drug analysis is a violation of company policy and will subject me to disciplinary action, up to and including discharge.
- Finally, I agree to hold Cherry Hill Glass its agents, directors, officers and employees harmless from any and all liability in connection with the testing for drugs and the use of the results as it pertains to my consideration for employment.

Applicant's Signature

Witness' Signature

Printed Name (Applicant)

Printed Name (Witness)

Date: _____

This original form must be sent back to Cherry Hill Glass office to be stored in employee's folder