



## **JOHNSON SERVICE GROUP**

### **DRUG AND ALCOHOL TESTING POLICY (EXCLUDING CA)**

Drug testing is a condition of hire and/or continued employment with Johnson Service Group, Inc. (the “Company”) for all applicants and employees, and alcohol testing is a condition of continued employment with the Company for all employees, subject to applicable law. The purpose of the drug testing is to determine the presence of any substance in an applicant’s or employee’s system that is illegal and/or prohibited under both federal and applicable state law (“illegal drugs”). The purpose of the alcohol testing is to determine whether an employee’s concentration of alcohol is 0.01% or greater during work time; a test result of 0.01% or greater will be considered a positive result for purposes of alcohol testing, subject to applicable law. The Company strives to maintain a workplace that is free from the adverse effects of illegal drugs and alcohol abuse.

#### **Reasons for Drug Testing**

Applicants and employees may be tested for the presence of illegal drugs for any or all of the following reasons, subject to applicable law:

- Pre-employment testing after a conditional offer of employment has been extended
- Reasonable suspicion based on direct observation of behavior or other credible evidence suggesting that an employee may be using, possessing, or selling, or is under the influence of, an illegal drug(s)
- After an accident or injury at work, during work hours, or on work premises that results in bodily harm, property damage, or vehicular damage
- Random, unannounced, periodic drug testing
- As a follow-up to drug rehabilitation
- Due to participation in an Employee Assistance Program
- As part of a fitness-for-duty exam
- For safety-sensitive positions
- In accordance with U.S. Department of Transportation (“DOT”) regulations<sup>1</sup>

#### **Substances Subject to Testing**

The Company may test for any or all of the following illegal drugs, subject to applicable law:

- |                              |                             |
|------------------------------|-----------------------------|
| ✓ Cocaine                    | ✓ Opiates                   |
| ✓ Methamphetamines           | ✓ Phencyclidine             |
| ✓ Amphetamines               | ✓ Barbiturates              |
| ✓ Tetrahydrocannabinol (THC) | ✓ Benzodiazepines           |
| ✓ Methadone                  | ✓ Tricyclic antidepressants |

The Company expressly reserves the right to add to or delete substances from the above list, subject to applicable law.

#### **Reasons for Alcohol Testing**

Employees may be tested for the concentration of alcohol in their system for any or all of the following reasons, subject to applicable law:

- Reasonable suspicion based on direct observation of behavior or other credible evidence suggesting that an employee may be under the influence of alcohol during work time
- After an accident or injury at work, during work hours, or on work premises that results in bodily harm, property damage, or vehicular damage
- In accordance with DOT regulations

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<sup>1</sup> Employees whose work is regulated by the DOT must comply with DOT drug and alcohol testing requirements and procedures. If this policy conflicts with these requirements and procedures, the DOT requirements and procedures will control over the conflicting terms in this policy.



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### **Drug- and Alcohol-Testing Procedures**

Contact the third-party testing company for information on procedures regarding (1) privacy in the specimen-collection process; (2) procedures to prevent contamination of the specimens; (3) sanitation; and (4) chain of custody / storage. Testing will be conducted by trained collection personnel in accordance with applicable law.

### **Contesting, Explaining, and/or Confirming Test Results**

Negative and positive test results will be reported to the Company. An applicant or employee may request and obtain a copy of his/her test results, subject to applicable law. In the event of a positive test result, an applicant or employee will be given the opportunity to contest and/or explain the result of the test, and a confirming test will be conducted, in accordance with applicable law.

### **Positive Test Results**

A confirmed positive test result may be grounds for denying an applicant employment with the Company or subjecting an employee to discipline, up to and including termination of employment, subject to applicable law.

### **Adulterated Tests**

Applicants or employees who deliberately take any substance in an attempt to adulterate a test or take any other action in an attempt to alter a specimen used for testing will be considered in violation of this policy and may not be hired or may be subject to disciplinary action, up to and including termination, subject to applicable law.

### **Failure to Submit to Testing**

If applicants or employees fail to submit to or cooperate and participate fully in required testing, which includes following any procedures or completing any documentation related to such testing, this may be grounds for not hiring them or, if employed, for disciplinary action, up to and including termination, subject to applicable law.

### **Employee Assistance Programs**

Information on Employee Assistance Programs is available from Human Resources. Employees who have developed an addiction to, dependence on, or other recurring problem with illegal drugs or alcohol should voluntarily seek assistance by contacting Human Resources. Employees, however, may not use an admission to illegal drug use or alcohol abuse as a way to avoid disciplinary action, subject to applicable law. All self-referrals and employee inquiries will be held in confidence to the greatest extent practicable and in accordance with applicable law.

### **Cost of Testing**

The Company will pay the cost of all tests it requires, subject to applicable law. For employees, time spent traveling to and from any testing site for, as well as time spent completing, Company-required testing will be considered work time, for which employees will be compensated, in accordance with federal and state law.

### **General**

All information involving any drug or alcohol test, counseling, rehabilitation, or treatment of an employee or applicant is confidential. All such information will be accessible only to those with a need to know and in compliance with legally required reporting procedures.

If any part of this policy is determined to be void or unenforceable under any applicable law, the remainder of the policy will stay in full force and effect to the greatest extent permitted by applicable law.