

DRUG-FREE WORKPLACE POLICY AGREEMENT

I have received and read the summary of the Drug-Free Workplace Policy of the Company. In addition, I have been provided the opportunity to read the Drug-Free Workplace Policy in its entirety. I understand I may be required to submit to an alcohol and/or drug test. I also understand that failure to comply with this Policy will result in discipline, up to and including termination.

DATE

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME (printed)

DRUG-FREE WORKPLACE POLICY AND PROCEDURES

SUMMARY

STATEMENT OF PURPOSE

As a Company, we are concerned about the negative effects that drugs and alcohol can have upon our employees' safety and health. We believe efficiency, security, safety, and our reputation can all be threatened by substance abuse. The illegal use of drugs and the abuse of alcohol lead to increased absenteeism, accidents and medical claims.

SUMMARY

The Company desires to ensure a safe, healthful and productive work environment. To do so, we have a Drug-Free Workplace Policy to assure, to the greatest extent possible, that we have a working environment free of the effects of drug use and alcohol abuse. The Drug-Free Workplace Policy applies to all employees and sets forth the Company's policies and plans regarding:

EMPLOYEE ASSISTANCE

For those employees who seek help voluntarily, they are encouraged to do so. The Company believes early recognition and treatment of alcohol and drug abuse are critical to successful rehabilitation and to the minimization of business, personal, family and social disruption. Therefore, the Company encourages early diagnosis and treatment for substance abuse and supports sound rehabilitation efforts. Should an employee wish to seek assistance, insurance coverage is as described in the Company's Medical Benefits Plan and the Company's Family/ Medical Leave Policy.

For those employees who follow a manager referral for treatment, they will be required to sign a rehabilitation agreement. Employees must comply with all of the established treatment conditions or the result may be termination.

Employees are always required to meet the established standards of conduct and job performance, even during the course of substance abuse treatment. Neither voluntary nor management referrals for assistance prevent the employee from being subject to discipline.

PROHIBITED CONDUCT

The Policy lists a number of examples of prohibited conduct, with obvious examples being using, possessing, manufacturing, distributing, selling or being under the influence of illicit drugs on Company property, on Company business, or during working hours.

Unauthorized use or possession of alcohol or being "under the influence" of alcohol (defined as a blood alcohol content of .08% or higher) on Company premises or while on Company business, are also prohibited. In addition, refusing to sign when required by the Company's Policy the Drug-Free Workplace Policy Agreement, the Substance Abuse Testing Consent Form, the Laboratory Chain of Custody Form or the Rehabilitation Agreement will be considered a violation of the Policy.

CONSEQUENCES

Any violation of the Drug-Free Workplace Policy, even a first offense, is basis for disciplinary action up to and including termination. Particularly serious violations, such as selling drugs at the Company, will normally result in immediate termination. In addition to any disciplinary action for a violation of the Policy, or while such actions are held in abeyance, the Company may, in its sole discretion, refer the employee for assessment, counseling and/or to a treatment program.

TESTING

Testing is the only way to know with certainty whether an individual has drugs or alcohol in his/her system. For the safety of all our employees, the Company may test for drugs and/or alcohol in the following circumstances:

Post-Employment: When a person is offered a position.

Post-Accident and Unsafe Practice: When an employee causes, contributes to, is substantially involved in or, through action or inaction, and aggravates an accident or incident.

Reasonable Suspicion of Drug/Alcohol Use: When the Company has reasonable suspicion that inappropriate behavior may be due to drug or alcohol use.

Follow-up: When an employee has been referred by the Company to counseling or rehabilitation under this Policy.

The Company has contracted with a drug testing laboratory which utilizes only the most accurate and reliable testing method available. Failure or refusal by an employee to cooperate with the Company's Drug-Free Workplace Policy or to submit to such a test when required under this Policy will result in disciplinary action.

CONFIDENTIALITY

All information concerning medical examinations, drug and/or alcohol testing results, and rehabilitation and treatment of an employee will be treated as confidential information. However, the Company reserves the right to use testing results to decide upon any action to be taken towards an employee, or to the extent necessary, to defend its actions in subsequent legal or other proceedings.

IMPORTANT: This document is only a summary of the Company's official Drug-Free Workplace Policy. The official copy is available to all employees for their review and should be consulted with respect to any specific questions. Employees may review the entire Policy by contacting their managers or Human Resources representative.