

I. DRUG FREE WORKPLACE POLICY

1. Purpose and Coverage

The Company values its employees and customers and recognizes the need for a safe, productive and healthy work environment. Employees who abuse drugs and/or alcohol are less productive, less dependable, and are a direct threat to the safety, security and welfare of the Company, its employees, customers, vendors, and the general public. The establishment of a Drug-Free Workplace Policy is consistent with the Company's desire to provide a safe, productive work environment for its employees.

Accordingly, it is the policy of the Company to maintain a workplace free from the use and abuse of illegal drugs and alcohol. The Company requires that all employees and applicants participate in, consent and comply with the terms of this policy as a condition of employment and continued employment with the Company. If questions arise regarding this policy, please direct them to the HR Director.

This policy covers all employees of the Company. Employees who are leased or subcontracted to clients may be required to be tested to comply with a client's drug and/or alcohol testing policy, provided that the testing is in accordance with the policy and the policy complies with applicable law. This policy, by its terms, also covers applicants insofar as applicants, after a conditional offer of employment has been made, are required to consent to, take and participate in a pre-employment test for illegal drugs and alcohol. Such applicants, however, are not entitled to participate in any Employee Assistance or Rehabilitation Program offered by the Company to its employees.

2. Non-discrimination

In accordance with the requirements of the Americans with Disabilities Act, the Company does not discriminate against employees or applicants who are qualified individuals with a disability who are not currently engaged in use of illegal drugs and who do not otherwise violate the provisions of this policy, including, but not limited to, individuals who: 1) have successfully completed or who are currently participating in a supervised rehabilitation program and are no longer engaging in such use; or 2) have otherwise been rehabilitated successfully and are no longer engaging in such use.

3. Inspections and Searches

The Company reserves the right to inspect Company vehicles, premises, and property (including, but not limited to, offices, desks, lockers and other repositories) at any time and for any reason. In addition, by bringing personal effects onto Company property, employees consent to the search and inspection of

such items by the Company. The Company reserves the right to inspect employees' personal effects (such as lunch boxes/bags, purses, gym bags, backpacks, handbags, briefcases, packages, coats, etc.) where, in the Company's business judgment, such an inspection is necessary to ensure full compliance with this policy. This policy will extinguish and eliminate any continuing expectation of privacy where a reasonable belief exists that there has been a policy violation.

"Company premises" as used herein includes all property, facilities, land platforms, buildings, structures, fixtures, installations, boats, aircraft, equipment, automobiles, trucks, and all other vehicles, whether owned, leased or used by the Company, its affiliates or subsidiaries. "Company premises" shall also extend to: (1) work or job locations on property owned by another entity other than the Company on which the Company has contracted to perform work; and (2) any means of transportation to and from such work locations while in the course or scope of Company employment.

4. Definitions

Illegal Drug means: a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. ' 812 and/or Article 27, ' 277 of the Maryland Administrative Code, including but not limited to: cocaine, opiates, marijuana, amphetamines and phencyclidine (PCP). The term "illegal drug" does not include the use of a drug obtained and taken under supervision, by and in accordance with, prescriptions or other instructions issued by a licensed health care professional.

Under the Influence of Alcohol means: (1) the presence of alcohol in the individual's system; or (2) behavior, appearance, speech, or bodily odors that lead a Supervisor or Manager to reasonably suspect that the employee is under the influence of alcohol during working time or on the Company's premises.

Under the Influence of Drugs means: (1) the presence of any detectable amount of an illegal drug or its metabolites demonstrated by a verified positive drug test result; or (2) behavior, appearance, speech, or bodily odors that lead a Supervisor or Manager to reasonably suspect that the employee is impaired by illegal drugs or is using illegal drugs during working time or on Company property; or (3) the abuse of prescription drugs during working time or on Company property.

Working Time means: time during which the employee is being paid to work for or represent the Company or the employee is in fact representing the Company's interests. Working time also includes all paid breaks and meal periods.

5. Testing

Medical screening will, in appropriate circumstances as outlined below, be utilized to confirm or detect substance abuse. The Company reserves the right,

within the limits of federal and state laws, to examine and test for the presence of illegal drugs and/or alcohol. Under the conditions of this policy, applicants or employees may be asked to submit to a medical examination and/or submit to urine, saliva, breath, and/or blood testing for drugs and/or alcohol. The types of testing performed by the Company include, but are not limited to, the following:

Pre-Employment/Pre-Placement. The Company makes all offers of employment subject to and conditioned on the post-offer job applicant's: 1) consent to taking a drug and/or alcohol test; and 2) a negative test result. Post-offer job applicants will be required to voluntarily submit to urinalysis, breath, blood or saliva drug and/or alcohol testing and sign a Consent and Testing Appointment Agreement. If the tests are positive or if the post-offer job applicant refuses to undergo testing, the offer of employment will be withdrawn, provided that, where an offer is withdrawn on the basis of a positive alcohol test, the withdrawal is job-related and consistent with business necessity.

Post-Accident. Any employee who is involved in an accident or near miss accident during working time or on Company property is required to submit to a drug test. An employee will be required to undergo an alcohol test if a Supervisor or Manager has reasonable belief that the employee may be using and/or under the influence of alcohol.

Employees are required to make themselves available for post-accident testing. If circumstances require an employee to leave the scene of an accident, the employee must make a good faith attempt to be tested and to notify the Company of his or her location. Any employee who fails to report any work-related accident is in violation of this policy and is subject to disciplinary action, up to and including termination.

Random. Employees may be subject to unannounced drug and/or alcohol tests on a random selection basis.

Reasonable Belief. In addition to any other criteria for drug and/or alcohol testing listed in this policy, the Company reserves the right to require an employee to submit to a drug and/or alcohol test if the Company has a reasonable belief, based on objective evidence, that the employee's ability to perform the essential functions of his/her job will be impaired or the employee will pose a direct threat to himself or herself or others.

Scheduled. In addition to any other criteria for drug and/or alcohol testing listed in this policy, the Company reserves the right to require an employee to submit to a drug and/or alcohol test prior to returning to an active work status after being non-active for 30 days or more, for any reason including but not limited to, personal leave of absence, medical leave of absence and/or layoff.

6. Results

Employees who have tested positive for drugs and have been removed from their job duties must submit to and furnish a negative drug test result prior to returning to work.

Employees who have tested positive for alcohol while on working time and have been removed from their job duties may be required to submit to an alcohol test if the Company has a reasonable belief that the employee's present ability to perform essential job functions will be impaired, or that such employee will pose a direct threat to themselves or others.

7. Procedural Requirements

In accordance with the Drug Free Workplace policy, appropriate medical screening will be used to determine the presence of alcohol or drugs. The HR Director will be responsible for resolving any questions related to whether screening is required under this policy.

An employee or applicant who is required to submit to an alcohol or drug test will be asked to sign a consent release form authorizing the collection and release of test results to only authorized persons as deemed appropriate by the HR Director.

If an employee refuses to submit to an alcohol or drug test, or to sign the release form, or if there is a positive result from the medical screen, such employee may be subject to discipline, up to and including termination. Depending upon the circumstances, the Company may, in its sole discretion, require the employee to seek treatment and rehabilitation in lieu of disciplinary action.

Upon an employee or applicant's request, the Company will inform the employee or applicant of the name and address of the laboratory that will test the specimen.

8. Positive Testing

A positive test is defined as a screening test that is positive and subsequently confirmed as a positive test by a certified laboratory utilizing a current reliable and practical method.

Re-testing of Positive Test. Employees who have tested positive for the use of or abuse of any controlled substance or alcohol shall be permitted to request a re-test of the same sample for verification of the test result at an independent laboratory of the employee's choice (subject to the requirements of Section (d) of the Annotated Code of Maryland, Health General Article '17-214). The employee shall bear the cost of such an independent test.

Notice. Following confirmation of a positive test, the Company shall provide the employee or applicant with a copy of the Company's written policy, a copy of the test result, a notice of the availability of retesting of the same sample at the employee's expense, and, if applicable, notice of any anticipated disciplinary action and/or changes in the conditions of continued employment. All information will be delivered to the employee or applicant in person or by certified mail within 30 days of the test.

9. Policy Prohibitions

Employees are strictly prohibited from engaging in the conduct listed below.

- A. With respect to illegal drugs and prescribed drugs (as applicable), employees violate this policy by engaging in the following conduct, regardless of whether the conduct occurs during working time or on Company premises or property:
- 1) bringing and/or storing (including in a desk, locker, automobile, or other repository) illegal drugs or drug paraphernalia on Company premises or property, including the Company's owned or leased vehicles and equipment, in vehicles used for Company purposes or a customer's premises;
 - 2) having possession of, being under the influence of, testing positive for, or otherwise having in one's system, illegal drugs;
 - 3) using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling or dispensing illegal drugs;
 - 4) a conviction or plea of guilty relative to any criminal drug offense. All employees must notify the Company in writing of any criminal drug conviction no later than five (5) calendar days after such conviction;
 - 5) abuse of prescription drugs, which includes exceeding the recommended, prescribed dosage or using others' prescribed medications, when applicable;
 - 6) switching, tampering with or adulterating any specimen or sample collected under this policy, or attempting to do so;
 - 7) refusing to cooperate with the terms of this policy which includes submitting to questioning, drug testing, medical or physical tests or examinations, when requested or conducted by the Company or its designee, is in violation of the Company's policy and subject to disciplinary action, up to and including termination. A refusal to

test includes conduct obstructing testing such as failing to sign necessary paperwork, failing to report to the collection site at the appointed time and failing to be reasonably available for any requested testing;

- 8) failure to consent to, participate in, and abide by the terms and recommendations of any rehabilitation program to which the Company makes a referral, including but not limited to, failure to follow recommendations, if any, regarding behavior modification and abstinence. These failures are a violation of this policy, as is any failure to be available for any prescribed continuing or follow-up sessions;
- 9) failure to advise a Supervisor or Manager of the use of a prescription or over-the-counter drug which may alter the employee's ability to perform the essential functions of his or her job or cause a direct threat to themselves or others is a violation of this policy.

B. With respect to alcohol, employees violate this policy by engaging in the following conduct during working time or on Company premises or property:

- 1) bringing and/or storing (including desk, locker, automobile, or other repository) alcohol on Company premises or property, including Company owned or leased vehicles and equipment, in vehicles used for Company purposes or a customer's premises;
- 2) having possession of, being under the influence of, testing positive for or having in one's system, alcohol;
- 3) using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling or dispensing alcohol;
- 4) a conviction or plea of guilty relative to any criminal alcohol offense. All employees must notify the Company in writing of any criminal alcohol conviction no later than five (5) calendar days after such conviction;
- 5) switching, tampering with or adulterating any specimen or sample collected under this policy, or attempting to do so;
- 6) refusing to cooperate with the terms of this policy, which includes submitting to questioning, alcohol testing, medical or physical tests or examinations, when requested or conducted by the Company or its designee, is in violation of the Company's policy and subject to

disciplinary action, up to and including termination. A refusal to test includes conduct obstructing testing such as failing to sign necessary paperwork, failing to report to the collection site at the appointed time and failing to be reasonably available for any requested testing; or

- 7) failure to consent to, participate in and abide by the terms and recommendations of any rehabilitation program to which the Company makes a referral, including but not limited to, failure to follow recommendations, if any, regarding behavior modification and abstinence. These failures are a violation of this policy, as in any failure to be available for any prescribed continuing or follow-up sessions.

10. Confidentiality and Privacy

All drug and alcohol test results are reported to the Company's HR Director and will remain and are considered confidential. Results will only be disclosed within Company management on a need-to-know basis and as allowed by law, and such results shall be retained in a secure location with controlled access. Information about an employee's medical condition or history obtained in connection with a drug and alcohol test will be kept in a file separate and apart from the employee's personnel file. The release of an individual's drug and alcohol test results and other information gained in the testing process will only be otherwise disclosed in accordance with an individual's written authorization or as otherwise required by applicable law.

The Company will attempt to ensure that all aspects of the testing process, including specimen or sample collection, are as private and confidential as reasonably practical.

11. Voluntary Treatment and Counseling

The Company encourages all employees who need assistance in dealing with alcohol or drug abuse dependency problems to seek counseling through the various private and public agencies that are available. Employees who come forward to request treatment or leaves of absence for treatment will not be subject to discipline because of that request.

Employees may not be excused from disciplinary action by first requesting such treatment and/or leaves after being selected for testing or violating Company policies and rules of conduct. Nor will such requests, leaves, or participation in treatment or counseling excuse employees from compliance with normal standards of performance or conduct. Requests for voluntary treatment or counseling and related matters will be kept confidential in accordance with any applicable federal and/or state law requirements.

12. Reservation of Rights

This policy supersedes and revokes any other Company practice or policy relating to the use of drugs and alcohol in the workplace and drug and/or alcohol testing. The Company reserves the right to interpret and administer this policy, and at any time and at its sole discretion, amend, supplement, modify, revoke, rescind or change this policy, in whole or in part, with or without notice. This policy is not an express or implied contract of employment nor is it to be interpreted as such. Additionally, this policy does not in any way affect or change the status of any at-will employee. At-will employees continue to be free to terminate their employment or resign from employment at any time and the Company continues to be free to terminate its employees, with or without cause, with or without notice, for any reason or for no reason at all.

Nothing in this policy should be construed to prohibit the Company from its responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may, in the sole discretion of the Company, be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs or both.