

Drug-Free Workplace Policy

I. PURPOSE AND GOAL

Silver Star Industries, Inc. (“Silver Star”) believes in providing a safe workplace for all of its employees. Silver Star does not condone or tolerate employee created risk related to controlled substances including:

- Sale, purchase, transfer, or possession of any prohibited substance.
- Use of any prohibited substance during normal working hours and/or on Silver Star property.
- Arrival or return to work under the influence of any prohibited substance affecting job performance.

II. COVERED EMPLOYEES AND APPLICABILITY

Any individual who conducts business for Silver Star, applies for a position or conducts business on Silver Star's property is covered under the Drug-Free Workplace Policy (the “Policy”). The Policy includes, but is not limited to managers, supervisors, full-time employees, part-time employees, interns, and applicants.

The Policy is intended to apply whenever anyone is representing or conducting business for Silver Star. Therefore, the Policy applies during all working hours, whenever conducting business or representing Silver Star, while on Silver Star property and at Silver Star-sponsored events.

III. PROHIBITED BEHAVIOR

It is a violation of the Policy to possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants at work. It is a violation of the Policy to use alcohol or any drug during work, or to arrive at or return to work under the influence of alcohol at or above .02 BAC or under the influence of any drug affecting job performance.

It is a violation of the Policy to use marijuana, in any form, at work, even if the employee has authorization for medical marijuana use. It is a violation of the Policy to arrive at or return to work under the influence of marijuana affecting performance. Marijuana intoxication affecting performance will be judged by trained supervisors relying on known visible and behavioral symptoms.

It is a violation of the Policy to misuse and/or abuse prescription medications. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications must consult the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify a supervisor and take protective measures to avoid creating an unsafe workplace.

IV. CONFIDENTIALITY

Employee records related to drug test results or referrals under the Policy will be kept strictly confidential and separate from the general personnel files.

V. ASSISTANCE

Resources for employee assistance with a drug or alcohol problem are available through the Human Resource Department. **Seeking assistance for a substance abuse problem will not jeopardize an employee's job; problems with performance, attendance or behavior may. Conversations related to seeking assistance will be kept confidential.**

Treatment for alcoholism and/or other drug use disorders may be covered by insurance. However, ultimate financial responsibility for recommended treatment belongs to the employee.

VI. DRUG TESTING

Applicants and employees may be asked to take a test to determine the presence of drugs or alcohol, except where such tests are prohibited by law. A drug test may be a condition of continued employment. We reserve the right to test employees for the presence of restricted substances in the following circumstances, except where such tests are prohibited by law:

- Upon reasonable suspicion;
- Following an on-the-job accident;
- On a random basis for employees;
- As a follow-up test after drug and alcohol rehabilitation to determine whether the employee is fit for duty;
- Periodically without warning for a one-year period after an employee returns from drug and alcohol rehabilitation; and
- During the hiring process to determine whether an applicant uses restricted substances.

It is a violation of this policy to refuse to consent to drug testing, to attempt to alter or tamper with a sample or any other part of the testing process or to test positive for a restricted substance. A refusal to take a drug test is considered a positive test. Employees must sign a consent form authorizing the test.

VII. Disciplinary Action

Violations of this policy may be subject to disciplinary action, up to and including termination. The severity of the disciplinary action will depend on the circumstances of each case.