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HUMAN RESOURCES POLICY MANUAL

Policy: Drugs and Alcohol

Policy #: HR 450

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Revision Date: 3/30/2018

Pilot is firmly committed to the health and safety of its employees and a more productive work environment by supporting the maintenance of a Drug-Free Workplace as defined by the Federal Drug-Free Workplace Act. Pilot considers the influence of drugs in the workplace to be detrimental to its employees and to its continued growth and future success. Employees with drug and alcohol abuse problems make up only a small fraction of the workforce, and Pilot regrets any inconvenience that may be caused to other employees by the problems of a few.

To further these objectives, Pilot announces the following policy:

Rules

1. The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substance while on Pilot property or during work hours is prohibited.
2. The distribution, sale, purchase, use or possession of equipment, products, or materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on Pilot property or during work hours is prohibited.
3. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances in blood or urine is prohibited.
4. Employees who use alcoholic beverages on the job, or report or return to work under the influence of alcohol will be subject to immediate discharge.
5. Reporting to or being at work with a measurable quantity of prescribed or over-the-counter narcotics or drugs in blood or urine or the use of prescribed or over-the-counter narcotics or drugs where in the opinion of Pilot such quantity or use prevents or impairs the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property is prohibited. An employee must notify Pilot if the employee uses any prescription or non-prescription medication which may impair his or her safety, coworkers' safety, quality of work, or reliability. If an employee makes such a disclosure, the employer has the right to require Pilot to consult with the employee's physician to see if an alternative treatment plan is available to reduce those risks. Medical inquiries should be made through HR, not the employee's direct supervisor..
6. Adherence to Pilot Drug and Alcohol Policy is a condition of employment for all employees. All employees will be required to sign the acknowledgment form and to consent to this policy.



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7. All employees must notify Pilot of any criminal drug statute conviction for a violation arising out of conduct in the workplace within five (5) days of such conviction.
8. Managers and supervisory employees are responsible for enforcing Pilot policies. The possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impacts their ability to enforce these policies and may result in disciplinary action up to and including termination.

Drug/Alcohol Testing

Under the Pilot Drug and Alcohol Policy, an employee may be requested to undergo a urinalysis, blood test or other diagnostic test. Pilot reserves the right to test on the following occasions:

1. As a condition of the employment application;
2. After the occurrence of any work-related injury or during work hours which requires off premises medical treatment;
3. When there is reason to believe, in the opinion of Pilot, that an employee has reported to work or is on Pilot property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine;
4. As part of any periodic medical examination provided or required by Pilot.

Testing Procedure

All testing will be performed by a laboratory which has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs. Testing procedures may include a screen for the following drugs: amphetamines; cannabinoids; cocaine; opiates; phencyclidine; and alcohol. All positive test results will be subject to confirmation testing and verification by a qualified Medical Review Officer.

Searches

When there is a reason to believe, in the opinion of Pilot, that an employee is under the influence of intoxicants, drugs or narcotics, or is in possession of any intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, Pilot representatives may request that the employee submit to a search, by Pilot, of the person and/or property (including offices, lockers, desks, cabinets, closets and vehicles brought onto Pilot premises).

Drug-Free Awareness Education Program

Pilot will provide information to inform employees about the dangers of drug and alcohol abuse, the indicators of drug and alcohol abuse, Pilot's policy of



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maintaining a Drug-Free Workplace, the availability of community drug counseling and rehabilitation resources, and the penalties that may be imposed for violation of this policy. Supervisory personnel will receive periodic training on the conduct, behavior and indicators of drug and alcohol abuse.

Discipline

An employee who refuses to submit immediately upon request to a search of his or her person or property or to a blood test, urinalysis, "breathalyzer" test or other diagnostic test, or who otherwise is in violation of this Drug and Alcohol Policy is subject to disciplinary action up to and including immediate termination. An employee who refuses to submit to or cooperate with a blood or urine test after an accident may forfeit his or her right to recover workers' compensation benefits and is subject to disciplinary action up to and including termination.

Interpretations

Pilot property covered by this policy includes property of any nature owned, controlled or used by Pilot including parking lots, offices, desks, lockers and vehicles.

Nothing in this policy alters the fact that employees are employed for an indefinite period and that either the employee or Pilot may terminate such employment with or without cause at any time for any reason. Neither this policy nor any related policies, practices or guidelines are employment contracts or part of any employment contract. Due to the nature of Pilot's operations and the possible need to accommodate individual situations, the provisions of this Policy or of any related policies, practices or guidelines may not apply to every employee in every situation. Pilot reserves the right to rescind, modify or deviate from this or any other policy, practice or guidelines as it considers necessary in its sole discretion, either individual or Pilot company-wide situations with or without notice.