DRUG AND ALCOHOL POLICY

Statement of Need

INTEGRITY TREE SERVICE, (the “Company”), its customers and employees, all have an interest in maintaining a safe and efficient work environment for all individuals associated with the Company. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes in contact with or depends upon them. They also risk damage to the personal property as well as Company’s reputation and customer relationships.

Affected Persons and Effective Dates

This policy applies to current Company employees (except where noted in this policy or where it is inconsistent with applicable law) and to all applicants for employment. This policy supersedes all previous Company drug and alcohol policies and revisions of policies. This policy is effective February 17, 2014.

Policy Statement

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

1. Possession, sale and/or use of drugs as defined below on Company or customer property, while in uniform, while on Company travel, or while on Company or customer business;

2. Failure to notify the Company of a conviction under any criminal drug or alcohol statute within five days of the conviction;

3. Possession and/or consumption of alcoholic beverages or being under the influence of alcohol during work hours, while in uniform or on Company or customer property, or while operating a Company or customer vehicle, or while performing job functions other than at the employee’s home.

4. Being under the influence of drugs while on duty, on Company property, on Company time, while in uniform, or while on Company or customer business, or when operating a Company or customer vehicle;

5. Refusing to cooperate with any and all tests required by this policy.
An employee who is using prescription or over-the-counter drugs that may impair the employee’s ability to safely perform the employee’s job, or affect the safety or well-being of others, must notify a supervisor of such use before starting or resuming work.

Employees must report when they observe or are informed about or have reasonable grounds to believe that another employee is under the influence of alcohol or drugs while on duty, on Company property, on Company time, while in uniform, while on Company or customer business, or while operating a Company or customer vehicle.

In order to implement this policy, the Company will:

a) subject applicants to a drug and/or alcohol test;
b) test employees reasonably suspected of using drugs or alcohol in violation of this policy;
c) discipline or discharge employees who test positive or otherwise violate this policy;
d) randomly or periodically test employees, where lawful; and
e) test employees after an accident.

In order to enforce this policy, the Company reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to detect and deter abuse of this policy.

Each employee, as a condition of employment, will be required to participate in pre-employment, pre-duty, periodic, random, post-accident, reasonable suspicion, return-to-duty and follow-up testing upon selection or request of management.

Entering the organization’s property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, vehicles and equipment.

Failure to abide by any provision in this policy will result in disciplinary action up to and including termination.

**Employee Assistance**

The Company will reasonably accommodate employees who voluntarily seek help with a drug or alcohol problem by referring the individual to a qualified substance abuse professional. Such employees will be granted time off without pay and/or allowed to use any accrued paid time off. Employees who are interested in obtaining help through the Company-sponsored group health insurance plan should contact the insurance company or the Company’s benefits administrator for information. Expenses not covered by the group insurance benefits are the responsibility of the employee.

The Company reserves the right to modify this policy at any time for any reason with or without notice.
Applicant/Employee Disclosure Form

If you test positive for drugs or alcohol, you have the right to rebut or explain your test results. This form is for your use and to help you understand what medications might cause a positive test result.

The Company tests for alcohol, marijuana (cannabis, THC), cocaine, amphetamines (methamphetamine, speed), phencyclidine (PCP) and opiates (heroin, morphine, codeine, etc.). The medications listed below may alter or affect tests for such substances.

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Medications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amphetamines</strong></td>
<td>Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, and Fastin</td>
</tr>
<tr>
<td><strong>Marijuana</strong></td>
<td>Marinol <em>(Dronabinol, THC)</em></td>
</tr>
<tr>
<td><em>(cannabinoids)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Cocaine</strong></td>
<td>Cocaine HCL Topical Solution (Roxanne)</td>
</tr>
<tr>
<td><strong>Opiates</strong></td>
<td>Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistin DH, Novahistin Expectorant, Dilaudid (hydromorphone), M-S Contin and Roxanol (morphine sulphate), Percodan, Vicodin, Tussi-organidin, etc.</td>
</tr>
</tbody>
</table>

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse 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.

Certain prescription and over-the-counter drugs may adversely affect job performance and/or compromise the safety of the employee, co-workers or the public. For this reason, employees are required to consult the prescribing physician or pharmacist to ascertain whether any medication the employee plans to use may interfere with safe job performance. If so, the employee must call in sick, take paid or unpaid leave of absence or request a change of duty.

You must notify your supervisor if a medication is prescribed that may affect job performance.

Failure to comply with any aspect of this drug policy is subject to disciplinary action up to and including termination.
Compliance with Arizona Medical Marijuana Act (“AMMA”):

Unless a failure to do so would cause Integrity Tree Service to lose a monetary or licensing-related benefit under federal law or federal regulations, Integrity Tree Service will not discriminate against a person in hiring, termination or imposing any term or condition of employment or otherwise penalize a person based upon either:

- The person’s status as a cardholder under the AMMA; or
- An AMMA-registered qualifying patient’s positive drug test for marijuana components or metabolites, **unless the patient used, possessed, or was impaired by marijuana on the premises of Integrity Tree Service.** A registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that would appear in insufficient concentration to cause impairment.

Integrity Tree Service may exclude an employee from a safety-sensitive position based on the good faith belief that the employee is engaged in the current use of any drug, whether legal, prescribed by a physician or otherwise, if the drug could cause impairment or decrease the employee's job performance or duties.

Safety-sensitive position means any job reasonably designated by Integrity Tree Service as a safety-sensitive position or any job that includes tasks or duties that Integrity Tree Service in good faith believes could affect the safety or health of the employee performing the task or others.

Registered cardholders under the Arizona Medical Marijuana Act may not: (a) Possess marijuana or ingest marijuana on Integrity Tree Service premises during working hours (including during meal periods and rest breaks); and (b) work while under the influence of marijuana.
Acknowledgement Form

Integrity Tree Service Drug and Alcohol Policy – Revised April 10, 2018

I acknowledge that I have received, read, and understand the Integrity Tree Service Drug and Alcohol Policy.

__________________________
Signature of Employee

__________________________
Print Name

__________________________
Date