

**SHEET METAL WORKERS' INTERNATIONAL
ASSOCIATION LOCAL UNION 218**

And

**PLUMBERS AND STEAMFITTERS LOCAL 137
SUBSTANCE ABUSE TESTING PROGRAM**

POLICY

EFFECTIVE: June 1, 2017

SHEET METAL WORKERS' INTERNATIONAL ASSOCIATION LOCAL UNION 218

And PLUMBERS AND STEAMFITTERS LOCAL 137

SUBSTANCE ABUSE TESTING PROGRAM POLICY

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I. PROGRAM OBJECTIVE

The Union and Contractors/Employers are committed to establishing and maintaining a drug free workplace for every employee, both those covered under the Collective Bargaining Agreement (CBA). As such, the objective of this Substance Abuse Testing Program Policy (Policy and Program) is to provide consistent, fair, and manageable procedures for drug and alcohol screening of employees that will be accepted by participating contractors and job site Owners, and to maintain a central database of participating individuals in order to expedite their employment and access to the Owner's job site.

The purpose of the Policy and Program is to increase on-the-job safety and ensure high quality services and productivity to customers by denying job site presence to individuals whose abilities are impaired by drugs or alcohol. The types of testing conducted under this Policy and Program will involve pre-employment, pre-assignment, random, post accident/incident, reasonable cause/suspicion, periodic, return to work, and probationary status/follow-up testing. This Policy and Program, along with the Employee Assistance Program (EAP), will:

1. Help produce a safe, healthful and drug-free work place for all employees;
2. Increase Union market share with Owners/Customers;
3. Educate employers and employees on the signs, symptoms and consequences of substance abuse;
4. Improve work place safety and reduce substance abuse-related injuries and property damage;
5. Reduce substance abuse-related absenteeism and tardiness;
6. Refer employees with substance abuse problems to appropriate care and assistance;
7. Deter individuals from bringing, possessing, using, distributing or having in their systems alcohol or other drugs on work time or premises;
8. Improve the image of our industry;
9. Improve productivity and service quality.

II. DEFINITIONS

As used in this Policy and Program, the following terms shall have the following meaning:

1. **“Adulterated Test Result”** - The donor has tainted the specimen with a foreign contaminate, such as bleach, to prevent the detection by the laboratory of an illegal or controlled substance. An adulterated sample is considered an administrative positive and has the same consequences as a confirmed positive test result.

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2. **“Alcohol”** – The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
3. **“Applicant”** – Any individual who will perform work and has been referred for hire by a labor local or a person selected through a direct hire process. As a condition of employment, applicant must meet the applicable conditions of this policy prior to employment.
4. **“Breath Alcohol Technician”** – A person trained to proficiency and certified in the use of Evidential Breath Testing device (EBT) in a DOT course.
5. **“Communicator”** – Employer and/or Union Representatives designated by the Employer and/or Union to preserve the confidentiality of employee’s drug testing information. The Employer and Union is required to designate both a Primary Communicator and Alternate Communicator.
6. **“Company Premises”** – Any and all property, facilities, land, parking lots, structures, and vehicles owned, leased, used or under the control of the Contractor, and any job site to which the Contractor assigns any Employee.
7. **“Diluted Test Result”** - A diluted test result means that the specific gravity of the specimen is 1.003 or less and the creatinine level is less than 20 mg/dl. The following are some of the causes for a diluted sample and the related procedures:

Causes

- a. Dialysis or chemotherapy
- b. A kidney or pancreas disorder requiring medical attention.
- c. The individual is attempting to flush out their system of illegal substances. This requires an enormous amount of water to be consumed over approximately twenty-four (24) hours prior to providing a sample. The normal consumption of liquids or consuming liquids prior to testing will not cause a sample to be diluted.

Procedures

- a. A diluted specimen with a creatinine level of less than 20 mg/dl but greater than 5 mg/dl will require the employee to provide another sample.
- b. A diluted specimen with a creatinine level greater than or equal to 2 mg/dl, but less than or equal to 5 mg/dl will require the employee to provide another specimen under direct observation

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- c. A diluted specimen with a creatinine level of less than 2 mg/dl will be ruled as a substituted specimen and will have the same consequences as a positive test result.
8. **“Employee”** – Any individual employed by the Contractor or subcontractor who directly or indirectly performs work for a Customer.
9. **“Illegal/Unauthorized Drugs”** – Any drug that is illegal under either Federal law or the laws of the State of Illinois with the express understanding that any drug deemed legal under the laws of the State of Illinois, but deemed illegal under Federal law, shall be construed as illegal and/or the use of a controlled substance by an individual other than the individual for whom the controlled substance was prescribed or the abuse of a controlled substance by the individual for whom it was prescribed.
10. **“Incident/Accident”** - An event that causes or could have caused personal injury or the damage of equipment or property.
11. **“Legal/Controlled Drugs”** – Any prescribed or over-the-counter drug, which has been legally prescribed / obtained and is being used for the purpose for which it was prescribed / manufactured.
12. **“Medical Review Officer (MRO)”** - All urine samples confirmed, as non-negative by the laboratory shall be referred to a Medical Review Officer for interpretation and final confirmation. The MRO is a licensed physician, certified by the American Association of Medical Review Officers, who has knowledge of substance abuse disorders and has received the appropriate medical training to interpret and evaluate an individual’s positive test result as it relates to the Employee’s medical history and any other biomedical condition.
13. **“Negative Test Result”** - A negative result indicates that the alcohol level is below .04 BAC and/or an illegal/unauthorized substance below the levels as described in this Policy and Program, has not been detected in the person’s specimen by the laboratory.
14. **“Not Consistent With Human Urine or Substituted Test Result”** - This test result is self-explanatory and is determined by the laboratory. A not consistent with human urine or substituted test result has the same consequences as a confirmed positive test result.
15. **“Positive Test Result”** - A positive test result indicates that the alcohol level is .04 BAC or above and/or the laboratory and the MRO has confirmed an illegal/unauthorized drug(s) in the person’s system as described in this Policy and Program.
16. **“Possession”** - Actual or constructive care, custody, control or immediate access to illegal or unauthorized drugs.
17. **“Prohibited Substances and Items”** include:

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- a) Illegal or legal drugs that have not been legally prescribed for the individual and controlled substances, "look-alike", designer and synthetic drugs and mood or mind altering substances;
- b) Prescribed drugs used in a manner inconsistent with the prescription;
- c) Alcoholic beverages; and
- d) Substance paraphernalia in the possession of or being used by an employee on the job, excluding any substance or paraphernalia prescribed by a physician and being used in a manner consistent with the prescription.

18. **"Reasonable Suspicion"** - A belief based on objective and articulated written facts sufficient to lead a supervisor, who has received the proper training, to suspect that drugs or alcohol might influence an individual's behavior.

Reasonable Suspicion shall be defined as aberrant or unusual on-duty behavior of an employee who:

1. Is observed on-duty by either the employee's immediate supervisor trained in accordance with this policy, or other managerial personnel of the contractor who have been trained to recognize the symptoms of drug abuse, impairment or intoxication, which observations shall be documented by the observers;
2. Exhibits the type of behavior which shows accepted symptom(s) of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances or alcohol; and
3. Exhibits conduct that cannot be reasonably be explained as resulting from other causes, such as fatigue, lack of sleep, side effect of prescription or over-the-counter medications, illness, reaction to noxious fumes or smoke.

Exhibit D, Reasonable Cause/Suspicion Documentation, should be utilized when an Employee is suspected of alcohol and / or drug use by actions, appearance or conduct, which constitutes a major change in the person's appearance and/or behavior. Employees testing for reasonable suspicion shall have the right to have their job steward present during written documentation and testing.

19. **"Safety Sensitive"** - A predictable exposure to operations where failure could result in serious harm to public or employee well being, company property, or the environment. Supervisors of company personnel are included.
20. **"Substance Abuse Professional (SAP)"** – A Substance Abuse Professional is a licensed physician or certified counselor who has received the appropriate training in substance abuse disorders to provide rehabilitation, assistance and recommendations to individuals who have a drug and/or alcohol problem.
21. **"Substance Testing"** – Drug and alcohol analysis by means of breath, urine, blood, and/or saliva.

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22. **“Third Party Administrator” (TPA)** – A TPA is an independent third party professional organization that will implement and monitor the Policy and Program and its contents, including, but not limited to drug and/or alcohol testing; collection sites; random selection; random testing; auditing of Policy and Program integrity; and updating and maintaining the Policy and Program to keep pace with current and developing trends in the field of substance abuse and screening.
23. **“Under the Influence”** - The presence of a **PROHIBITED SUBSTANCE** in body fluids or breath that affects the individual in any detectable manner. The symptoms of influence may be, but are not limited to, slurred speech or difficulty in maintaining balance. Under the Influence for alcohol refers to a breath alcohol content of .04 or greater.
24. **“Unsuitable Test Result”** - The laboratory determines that the specimen contains a foreign contaminate or the individual has ingested fluids to mask the illegal/unauthorized drug but the levels are not in the range to legally determine if the specimen is adulterated or substituted. An unsuitable test result will require the individual to provide another sample under observation.
25. **"Worker Status"** – The TPA shall maintain a database of employees indicating their current eligibility status in the Program. A worker's status shall indicate the individuals compliance or non-compliance with the Program's terms and conditions as follow:
 - a. **Active Status:** employees who have been subject to and have complied with the Program's terms and who therefore are eligible for immediate placement without having to take another drug test.
 - b. **Inactive Status:** employees who have missed a random test through no fault of their own (not willful), or who have had a diluted or unsuitable test result and need to be re-tested.
 - c. **Pending Status:** employees who have provided a specimen but the final results have not been received from the laboratory and/or MRO
 - d. **Random Status:** employees who have been selected for a random drug test and have not yet been tested
 - e. **Reinstate Status:** employees who have been suspended for violation of the Policy and must complete the reinstatement requirements prior to being returned to Active status.
 - f.

III. PROGRAM STATEMENT

1. This is to notify all employees that the use, abuse, or reporting to work under the influence, bringing onto the worksite, the unlawful manufacture, distribution, possession, transfer, storage, concealment, transportation, promotion or sale of

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illegal and unauthorized drugs, controlled substances, alcoholic beverages or drug related paraphernalia by employees is strictly prohibited and is a violation of this Policy and Program and subject to disciplinary action, up to and including immediate termination.

2. Employees using prescription medication, which may impair the performance of job duties, either mental or motor functions, must immediately inform the employer's designated Communicator of such prescription substance use. For the safety of all employees, the Communicator will consult with the individual and the individual's physician to determine if a reassignment of duties is necessary. The Communicator will attempt to accommodate the employee's needs by making an appropriate reassignment, if required. However, if a reassignment is not possible, the employee will be placed on temporary medical leave until released as fit for duty by the prescribing physician.
3. Each employee must acknowledge in writing their acceptance of the Policy and Program and provide consent to be tested for drugs and alcohol and authorize release of the results to the Third-Party Administrator, communicators, the clinic, the laboratory, the MRO and the Union. Refer to Exhibit A in the Exhibit Packet.

IV. PROGRAM MEMBERSHIP

Only contractor and labor groups will be provided full access to the Substance Abuse Database. Owners will be allowed to receive Compliance Reports from Contractors indicating the workers' Active Status.

V. PROGRAM ADMINISTRATIVE COMMITTEE

The development, implementation and overall responsibility of this Policy and Program shall be the responsibility of the Policy and Program Administrative Committee (Committee). The Committee shall:

1. Determine operating procedures.
2. Interpret the Policy and Program.
3. Appoint a Third Party Administrator (TPA).

VI. THIRD PARTY ADMINISTRATOR RESPONSIBILITIES

The Committee will appoint a TPA to administer this Policy and Program. The responsibilities of the TPA shall be:

1. Select and utilize the services of a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) under the Department of Health and Human Services.

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2. Select a Medical Review Officer that is licensed by the American Association of Medical Review Officers.
3. Provide chain-of-custody forms, test kits and collection locations that utilize SAMHSA procedures to insure both proper chain of custody protocols and employee confidentiality is met.
4. Inform the Committee of revisions to SAMHSA regulations, enhancements to the Policy and Program and new technology in drug and alcohol testing.
5. Maintain appropriate systems, databases, records and administrative procedures to provide participating employers with accurate and timely information as to the donor's eligibility status in order to expedite their employment and access to the Owner's job site.
6. Perform random selections by use of a computer generated numerical software program designed to ensure that no employee is singled out.
7. Notify Communicator of employees that have been selected for a random and periodic renewal drug and alcohol test.
8. Notify the Communicator of all positive test results.
9. Notify Communicator of individuals, who have provided a laboratory confirmed non-negative test result, to the MRO for interpretation and final confirmation as to whether the urine sample is positive or negative.
10. Ensure that the Substance Abuse Professional has released individuals, who have tested positive, to return to work and that the individuals have provided a negative return to work drug and alcohol test.
11. Ensure that all necessary follow-up/probationary status tests are performed as provided for in the Policy and Program.
12. Provide training to the employers' designated employees and union representatives (Communicators) in their responsibilities and administration of the Policy and Program and to supervisory personnel responsible for determining whether an employee must be tested based on reasonable cause/suspicion.
13. Confirm that individuals, who have tested positive for drugs and/or alcohol, have received the appropriate rehabilitation counseling and have been released to return to work.
14. Ensure that the Policy and Program complies with applicable Federal, State and Local laws.

VII. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The responsibilities of the MRO shall be to:

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1. Review the chain-of-custody form to ensure that proper SAMHSA protocols have been maintained.
2. Discuss with the individual, who has provided a non-negative test result confirmed by the laboratory, to allow the individual to provide documentation for any legal/controlled drug(s).
3. Notify the individual of the positive or negative test result.
4. Allow individuals who have provided a confirmed positive drug test result an opportunity to request that their **original sample** be retested by a SAMHSA certified laboratory of their choice.

VIII. RIGHTS OF EMPLOYEES

Employees shall have the following rights:

1. Provided with this Policy and Program prior to being requested to provide a drug and alcohol test. The employer or union shall provide each employee with the Employee Notice of Policy, Consent and Release Form (Exhibit A).
2. Allowed the opportunity to discuss with the MRO any medical conditions, prescription medication that the individual is currently taking or has recently taken or any other relevant information to explain the non-negative test result.
3. Allowed the opportunity to request, in writing, from the MRO a retest of the **original sample** from a SAMHSA certified laboratory of the individual's choice. This request must be postmarked within two (2) days of the date of being notified of the confirmed positive test result. The retest result shall be communicated in writing to the employee.
4. Reimbursed for the cost of the retest and paid all lost wages and benefits if retest results in a negative test result.
5. Except for a retest requested and a return to work test, all costs associated with this Policy and Program shall be borne by the Sheet Metal Industry Fund of Houston.

IX. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Policy and Program recognizes that chemical dependency and other medical behavioral conditions creates serious problems for workers, their families, the workplace and the community and are highly complex problems, which often can be successfully treated. Each employee is responsible for seeking help before an alcohol or drug problem leads to disciplinary action. The employee's decision to seek assistance (Self-Referral) prior to a violation of the Policy and Program will not be used as a basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. Employees are encouraged to contact their Health and Welfare Program for assistance.

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X. SUBSTANCE ABUSE TESTING PROTOCOLS

Employees will be required to undergo substance abuse testing to determine the use of any illegal or unauthorized drug, alcohol or substances prohibited by the Policy and Program.

A. CONFIDENTIALITY: An employee's expectation of privacy and confidentiality is a top priority of this Policy and Program. Accordingly, all testing records will be considered confidential and will only be released upon written consent of the employee, except that such information will be released, regardless of consent, to inform the designated contact person in accordance with this policy that the employee is eligible to perform the work requested, and/or upon issuance of a subpoena compelling release of such information from a duly situated and authorized administrative or judicial forum, the parties of a grievance initiated by the employee or union in which the test results are a material issue or to workers compensation carriers and the Unemployment Compensation Commission in which the test results are a material issue.

B. SAMPLE COLLECTIONS: Certified Collection Specialists and Breath Alcohol Technicians will collect all samples, utilizing Substance Abuse & Mental Health Services Administration (SAMHSA) procedures to insure both proper chain of custody protocols and employee confidentiality are met. All samples will be collected with concern for each employee's personal privacy, dignity, and confidentiality.

1. Clinical Collections: The TPA shall make arrangements with clinical collection sites for testing of employees.

C. TYPES OF TESTING TO BE CONDUCTED:

The following type of testing is recommended by use of urine, blood, saliva or breath:

- 1. Pre-Assignment/Employment Testing:** Employees shall remain subject to the testing requirements of the Customer for which they are working unless otherwise excluded by the Customer.
- 2. Grandfathering:** The Company can "grandfather in" workers who provided a negative drug and/or alcohol test within the previous 90 days when the previous negative drug and alcohol test result meets or exceeds the standards of this Policy and Program as verified by the TPA.
- 3. Random Testing:** Employees shall be subject to unannounced random drug and alcohol testing. Random selections will be made 12 times a year at an annualized rate of fifty (50) percent. Random selections will be made by use of a computer generated numerical program designed to ensure that no employee can be singled out. Upon notification of workers selected for random testing, communicators shall have fifteen (15) calendar days to

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complete the random testing requirement. Workers must report for random testing as instructed, within a maximum of twenty-four (24) hours, by their communicator of their selection for random testing. Workers are to be sent for random testing in the a.m.

- 4. Post-Accident/Incident Testing:** Employees shall be required to take a drug and alcohol test after having been involved in, or after causing, an incident/accident, which caused or could have caused personal injury or damage to equipment or property. Testing of employees will be consistently/equally applied to all employees. Drug and alcohol testing by use of blood will only be used for post-accident/incident testing and only when the employee is unable to provide a normal urine drug and/or breathe screen.

If testing under this policy is ever required of an employee who is in need of medical attention, necessary medical attention will not be delayed in order to collect the specimen. However, such an employee shall promptly, upon request, provide the necessary authorization for obtaining hospital reports and records and any other information at the time the need for medical attention and/or testing arose.

The Company will make transportation arrangements for any employee to be tested following the mandatory guidelines of the Department Health and Human Services (DHHS).

- 5. Reasonable Suspicion Testing:** Employees will be subject to a drug and alcohol test based on reasonable and articulated belief that an employee is using or has recently abused drugs, alcohol or substances prohibited by this Policy and Program. A decision to test will be based on specific physical, behavioral or performance indicators and documented by a supervisor who has received training in the detection of possible symptoms of drugs and alcohol use and must be witnessed by a second supervisor. Refer to Exhibit D.

During the process of establishing reasonable suspicion for testing, the employee has the right to request his on-site representative to be present.

The Company will make transportation arrangements for any Employee to be tested following the mandatory guidelines of DHHS.

- 6. Periodic Testing:** A drug and alcohol test will be required of individuals who have not been tested within a twenty-four (24) month period.
- 7. Return To Work, Post Treatment, Rehabilitation Testing:** Employees shall be required to successfully pass a drug and alcohol test upon release from an approved rehabilitation and/or assessment program prior to being returned to work. The cost of this test is borne by the employee.
- 8. Probationary Status/Follow-up Testing:** Individuals who have previously tested positive for drugs and/or alcohol and upon completion of the

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Reinstatement Requirements of the Policy and Program, Refer to Exhibit E, will be subject to additional random testing for a period of up to sixty (60) months at an annualized rate of fifty (50) percent.

- 9. **Retest:** Individuals receiving a confirmed positive test result shall have the right to request that their original sample be retested by a SAMHSA certified laboratory of their choice. The request must be in writing and postmarked to the MRO within two (2) business (M-F) days of the notification of a confirmed positive test result. The employee requesting the retest shall pay the initial cost for a retest in advance to the MRO. The employee shall be furnished in writing the result of the retest.

In the event that said retest should prove to be negative, the employee shall be reimbursed for the cost of the test, paid any back wages and benefits lost, and made re-eligible for hire if work is available or reinstated as an employee provided work is available with the contractor

- 10. **Federally Mandated Testing:** Any employee, for whom testing is mandated under a Federal Substance Abuse Testing Program, will remain subject to such testing notwithstanding the requirements of this Policy and Program.

D. SPECIMEN ANALYSIS: All samples collected under this Policy and Program will be analyzed by a SAMHSA certified laboratory, and shall include an initial Enzyme Multiplied Immunoassay Screening Test (EMIT) and, when necessary, confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) Confirmation Test. Said testing must screen, at a minimum, for the following substances and below the following levels to result in a negative test:

<u>Drugs Tested</u>	(EMIT) Initial Test Cut-Off Level (ng/ml)	(GC/MS) Confirmation Test Cut-Off Level (ng/ml)
Amphetamines, Methamphetamines, MDMA	500	250
Barbiturates	300	200
Benzodiazepines	300	200
Cannabinoids (Marijuana - THC)	50	15
Cocaine Metabolite	150	100
Methadone	300	200
Opiates		
(i) Codeine/Morphine	2000	2000
(ii) Heroin	10	10
Phencyclidine (PCP)	25	25
Propoxyphene	300	200
Breath/Blood Alcohol Content (BAC)	.04%	.04%
Removal from the job site (BAC)*	.0200 - .0399%	.0200 - .0399%

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* Any worker whose BAC level is between .02 and .0399% shall be removed from the job site and shall not be permitted to return to work until the start of the workers' next regularly scheduled shift, but not less than 8 hours following the administration of the test. Worker shall only be paid for actual hours worked.

1. The Policy and Program shall have the right to change the drugs tested, the cut-off levels and the analysis procedures as new technology in substance abuse testing warrants.
2. A diluted specimen is not accepted as a valid negative Program test and the participant will have the option to retest immediately upon notification or not more than 24 hours after notification by contractor. Workers who provide two (2) subsequent diluted test results under this Policy and Program will be encouraged to seek medical assistance to determine if there is a valid medical reason for the diluted results. If a medical reason cannot be determined or if the worker refuses to seek medical assistance, the third (3rd) or remaining diluted tests (if necessary) will be at the individual's expense.
3. Any worker who provides an unsuitable test result will be required to have the subsequent drug test observed.
4. Blood, saliva or breath screen tests are acceptable for alcohol testing.
5. Saliva screening for alcohol will utilize the QED-A150, which gives a quantitative reading (a range of alcohol from 0 – 150 mg/dl). If the QED-A150 registers any level equal to or greater than 20 md/dl (.02%), then a Breath Alcohol Test will be performed. A confirmed screening level less than 20 md/dl (.04%) is considered negative.

E. RECORD KEEPING: Hard copy testing results shall be maintained by the TPA for the following specified periods:

Negative test results will be maintained for one (1) year

Positive test results will be maintained for five (5) years

Rehabilitation records will be maintained for five (5) years.

XI. POLICY VIOLATIONS

An employee's failure to comply with any provisions of the Policy and Program shall be cause for disciplinary action, up to and including immediate termination.

A. Determination for Violation of Policy:

1. A confirmed positive drug or alcohol test result.
2. Failure or refusal to sign Notice of Policy and Consent to be tested.
3. Failure to contact the Medical Review Officer as directed.

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4. Failure to report as directed for testing.
5. The use, possession, sale or distribution of alcohol or a controlled illegal or unauthorized substance, or the presence of any employee in the work place with such ingested substances for non-medical reasons.
6. Working, reporting to work, being in the work place, or in a Customer/Employer owned, leased or rented vehicle while Under The Influence Of Alcohol (.04 BAC or greater).
7. Switching, adulterating, or attempting to tamper with any sample submitted for drug or alcohol testing, or otherwise interfering or attempting to interfere with the testing process.
8. Refusal to submit a specimen for testing will be viewed as a positive test and will carry with it the same consequences as specimens tested and confirmed as positive.
9. The use of a controlled substance by an individual other than the individual for whom the controlled substance was prescribed or the abuse of a controlled substance by the individual for whom it was prescribed.

B. Confirmed Positive Test Results:

1. Medical Review Officer Notification (MRO)

After the reporting of a non-negative test by the laboratory, it will be necessary for the MRO to speak with the employee to allow the individual the opportunity to provide documentation for any legal/controlled drug(s). Employees who fail to contact the MRO within 2 days of their notification will be reported as a non-contact positive, and will carry the same consequences as a confirmed positive test.

2. ILLEGAL AND/OR CONTROLLED SUBSTANCES

Any employee who receives a confirmed positive test result for a substance prohibited by the Policy and Program will be subject to disciplinary action, up to and including immediate termination and will be reclassified to the Reinstate Status.

3. ALCOHOLIC OR INTOXICATING BEVERAGES

The following actions of an employee that involve alcoholic beverages are prohibited by the Policy and Program and any violation thereof and the employee will be subject to disciplinary action, up to and including, immediate termination:

- a. The consumption, manufacture, distribution, possession, use, sale, or storage of any alcoholic beverage while on or in the work place is prohibited.

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- b. The performance or attempted performance of any job function or the operation of any Owner and/or contractor property or equipment while Under the Influence of Alcohol.
- c. An alcohol screening and confirmation result of .04 BAC or greater.

C. Reinstatement Requirements: (Refer to Exhibit E)

An individual with a confirmed positive test result cannot return to work until all of the following conditions are satisfied and if work is available:

- 1. The Substance Abuse Professional (SAP) notifies the TPA in writing that the individual has completed or is actively participating in a Program/Company approved drug and/or alcohol assessment, treatment, and/or counseling program and that the individual is released to return to duty.
- 2. The employee agrees prior to returning to work to submit a drug and alcohol test through the TPA to determine the existence of foreign substances and alcohol within the system and such screening tests is negative. The cost of this test shall be borne by the employee.
- 3. The individual agrees in writing to the TPA to continue the prescribed treatment, counseling or rehabilitation as required by the SAP. If the individual does not complete the required treatment, he/she will be subject to disciplinary action, up to and including immediate termination.
- 4. The individual agrees to be subject to Probationary Status/Follow-up Testing.
- 5. An individual testing positive for a third (3) time in a twelve (12) month period shall not be permitted to take a return to work test until at least the one (1) year anniversary of his/her most recent positive test.

D. Probationary Status/Follow-up Testing:

Upon completion of the reinstatement requirements, individuals will be subject to additional random testing at an annualized rate of fifty (50) percent for a period of up to twenty (24) months. During this period, the Policy and Program has the right to conduct up to six of these additional random tests in the first twelve (12) months. Refer to Exhibit E.

XII. GRIEVANCE

All aspects of this Policy and Program shall be subject to the grievance procedure of the applicable collective bargaining agreement.

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XIII. COST OF COLLECTION AND TESTING

1. The Program will pay the cost of all specimen collections and testing, unless explicitly excluded in this Program.
2. Employers agree that employees shall be paid for actual time lost, but not to exceed two (2) hours at the straight time rate, including benefits, when required or notified to provide a Drug and/or Alcohol test.
3. The employer shall receive and be paid for actual time lost, but not to exceed two (2) hours time for the employee to provide a test. This reimbursement will be paid to the Employers on an annual basis upon proper invoicing from the Employer. Refer to Exhibit F.