



ADDENDUM TO EMPLOYEE HANDBOOK

As originally published 7/2020

Effective August 23, 2023, the following information is a supplement to Section IX: Safety In The Workplace contained in the Employee Handbook that was originally published in July 2020. All supervisors and affected employees are responsible for becoming familiar and abiding by the policy as revised.

Policies within the Employee Handbook, including any addendums are not to be construed as a contract of employment for a specified period of time, and contains no guarantee of employment.

DRUG AND ALCOHOL USE

Schupan has a vital interest in maintaining a safe, healthful and efficient workplace for its employees, whether they are on its premises or the property of a customer. Employees have the right to work with individuals free from the effects of drugs and alcohol. The Company likewise places a high value on its hard-earned reputation and positive image and expect employees to behave in a manner that will not compromise its good name and customer relationships.

Prohibited Activity: The following activity will ordinarily result in discharge:

- (1) while on Company property or engaged in Company business, being under the influence of alcohol* or a prohibited substance or having a detectable level of alcohol or a prohibited substance in one's system; or
- (2) using, possessing, distributing, storing, or selling alcohol or a prohibited substance on Company premises or while engaged in Company business; or
- (3) being convicted of using, selling, or possessing prohibited substances or other material violation of federal or state drug and alcohol laws.

*Exception to the above is the authorized consumption of alcohol at Company-sponsored events or other authorized business-related events.

“Company property” is defined as any Company building, vehicle, parking lot, storage facility, or other area owned, occupied, or operated by Schupan.

“Prohibited substance” includes illegal drugs (under either federal or state law), controlled substances, cannabis products containing more than 0.3% THC (regardless of its form; including recreational and medicinal marijuana), and any other substance that affects or may affect employees’ ability to competently or safely perform their job duties (regardless of any claim that the substances is for medicinal purposes).

Testing: Employees may be asked to submit samples for alcohol or prohibited substance testing administered by the Company’s designated medical professionals under the following circumstances:

- **Pre-employment:** as a consideration for employment;
- **Reasonable Suspicion:** if the Company has reasonable suspicion to believe that the employee has used or is under the influence of alcohol or a prohibited substance;
- **Post-Accident:** following an on-the-job accident, or an incident where safety precautions may have been violated or careless acts may have occurred;
- **Random:** for an employee who holds a Commercial Driver’s License (CDL) card as a requirement of his/her position is legally required to participate in the Federal Motor Carrier Safety Administration’s (FMCSA) motor carrier’s random controlled substance and alcohol testing program. When an employee is selected for testing, he/she will be sent to the designated collection site for the test as mandated by the FMCSA;
- **Department of Transportation:** Commercial Driver’s License (CDL) holder will be required to comply with the Department of Transportation’s (DOT) testing requirements; or
- As required by and/or in compliance with state law.

Failure or refusal of an employee to cooperate fully, sign a consent/release form of any other required document for testing, or submit in full to any inspection or drug test as provided will be grounds for discharge. Substituting or adulterating any body substance or specimen submitted for testing, or falsely representing that the body substance or specimen is the employee’s own sample likewise will be grounds for discharge.

An employee will, at the time he/she is sent for testing (if necessary, the Company will assist with transportation to and from the collection/testing site through a third party vendor), be removed from work and placed on an unpaid suspension pending receipt of test results. There may be circumstances where the Company will, pending receipt of the test results, place the employee in a less safety-sensitive position. If the test result is negative, the employee will be returned to work and will receive appropriate back-pay for the time lost. A positive test will result in disciplinary action consistent with this policy.

“Reasonable suspicion” includes but is not limited to: observation of behavior such as slurred speech, unsteady walking, abrupt mood swings, breath or odor, needle marks, sudden nosebleeds, frequent illness unexplained by medical conditions, absenteeism,

declining productivity, excessive tardiness, and activity suggesting possible involvement with prohibited substances in violation of this policy.

Prescription Medication: No prescription medication may be brought upon Company property by any person other than the person for whom the drug is prescribed by a appropriately licensed medical practitioner, and such drug shall be used only in the manner and quantity prescribed. Employees using prescription or over-the-counter medication that may affect their ability to safely and effectively perform their job must report this to their manager. Such reports will be treated as confidential.

Alternative Measures: The Company may, in its sole discretion and without precedent, offer individual employees alternatives to discharge under certain circumstances. Such alternatives might include Last Chance Agreements, rehabilitation programs, or other measures. The Company strongly encourages employees to self-report any alcohol or drug issue before they interfere with the employee's performance or the employee's or other's safety.