

# BCC Substance Abuse Policy

The Company has a Zero-Tolerance for tobacco use, and alcohol & substance abuse.

The Company will perform substance abuse screening and testing.

- New employees, as a condition of employment.
- Random-drawing method for current employees.
- All accidents or incidents involving property damage and/or personal injury.
- Any employee sent to a clinic or hospital.
- The Personnel Department or other Management person may order a substance abuse screening for any employee where there would be a reason to suspect substance abuse.
- For use and testing purposes, alcohol, tobacco and drug use/abuse are included within the definition of Substance Abuse

Any current employee, new employee, prospective employee, or contractor who fails the substance abuse testing will not be permitted to work at the Company and shall be terminated.

If an employee tests positive on any substance test, the employee will be allowed to take a medical leave to enter a Company-approved rehabilitation program. The leave shall extend for the duration of the program.

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If the employee fails to enter the approved program or fails to comply with any of the requirements of the program, the employee will be subject to termination.

At the conclusion of the program or at such time the program specifies, the employee will return to work and for the period of one year thereafter will be subject to unannounced drug and alcohol test not more than twelve times. A positive result of any such test will cause the employee to be subject to termination.

If the employee completes all requirements of the program and does not have a positive test in the one-year period following the employee's return to work, the employee's records concerning the positive test will be sealed and will not be used in any future discipline.

The Company insurance, among others, has excellent programs for assistance with abuse. But, under treatment for substance abuse is not allowed as excuse for abuse.

Alcohol, tobacco and substance abuse test limits are listed within Personnel Dept. Employees must notify their immediate supervisor before the work shift if the employee is using prescription or over-the-counter drugs that may cause impairment.