



**Coring &
Cutting Group**

Non-DOT Drug Free Workplace Policy

Policy revised January 1, 2017

**K.C. Coring & Cutting Construction Co., Inc.
Memphis Concrete Cutting, Inc.
True Line Coring & Cutting of Tennessee, Inc.
True Line Coring & Cutting of Nashville LLC
True Line Coring & Cutting of Chattanooga LLC
True Line Coring & Cutting of Knoxville LLC
True Line Coring of Tampa, Inc.
Coring & Cutting Construction, Inc.
Coring & Cutting Services of Springfield, Inc.
Iowa Concrete Cutting, Inc.
Kansas Coring & Cutting LLC
Coring & Cutting Services, Inc.
True Line Coring and Cutting of Maryland, Inc.
True Line Coring & Cutting of Virginia
Oklahoma Coring & Cutting, Inc.
Wichita Coring & Cutting
CP Allen Construction, Inc.
ABC Cutting Contractors
Coring & Cutting Group, Inc.**

I. STATEMENT OF POLICY

Coring & Cutting Group, Inc., hereafter known as “the company,” strives to provide a safe work environment and encourages personal health. In this regard, the company considers the abuse of drugs on the job to be an unsafe counter-productive work practice. Furthermore, we see substance abuse as a serious threat to our staff and customers. With these objectives in mind, the company has established the following policy with regard to the use, possession, and sale of illegal drugs and alcohol at work.

Drug addiction is a complex, yet treatable disease. For this reason, our substance abuse program is targeted at alleviating the problem at the community level by involving both our employees and their families. Our commitment to eradicating substance abuse in the community reflects our firm belief that by building this community, we build our company.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe and drug free environment. Our intention is to prevent and treat substance abuse. We would like to encourage those who use drugs or abuse alcohol to seek help in overcoming their problem.

It is the company’s policy that an employee found with the presence of illegal drugs and/or alcohol in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs during working hours, at company functions, or on company premises (including parking lots) may be subject to disciplinary action up to and including discharge. It also includes reporting to work under the influence of alcohol or with illegal drugs in an employee’s system.

The use of any over the counter products that contain cannabanoids (example: hemp seed oil) is expressly prohibited.

Drugs prescribed by employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed medication will affect the employee's work performance. Abuse of prescription drugs will not be tolerated.

Employees must be in compliance with all federal drug laws and the Federal Controlled Substance Act. Any and all information gathered as a result of the drug testing program is confidential and may not be disclosed except in accordance with procedures allowed under the Federal/State Statute, professional licensing regulations, or company policy.

It is the responsibility of the company’s supervisors to counsel an employee whenever they see changes in the performance that suggest an employee may have a problem. The supervisors may suggest that the employee seek help with that problem.

As a condition of employment, employees must abide by the terms of this policy and must notify the company in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

II. DEFINITIONS

- A. **"Legal Drug"** - includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured. Written confirmation from the prescribing physician is required when the M.R.O. must determine the legitimate medical reason for the prescription.
- B. **"Illegal Drug"** - any drug which: (a) is not legally obtainable; (b) may be legally obtainable but has not been legally obtained; or (c) is being used in a manner or for a purpose other than as prescribed.
- C. **"Alcohol Abuse"** – for example; blood alcohol level of 0.05-0.08 Most States, 0.04 – Safety Sensitive
- D. **"Job Applicant"** - means a person who has applied for a position and has been offered employment.
- E. **"Detectable Amount"** - the cut off levels established by D.H.H.S. and or A.H.C.A. for screening and confirmation.
- F. **"Safety Sensitive"** - these positions as determined by law, usually include positions that involve national security; health, safety; functions that require a high degree of trust and confidence; operation of company vehicles, machinery, or equipment (the mishandling of which may place fellow employees or the general public at risk in the workplace); the handling of hazardous material.
- G. **"Notification of prescription and over the counter medication"** - should the results of the laboratory tests for the specimen identified by this form be confirmed positive, the Medical Review Office will contact you to ask you about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications as a "memory jogger," THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your Donor Copy (Copy 5). - DO NOT LIST ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.
- H. **"Donor release"** - signing Step 4 in the Chain of Custody Form is your certification that you provided a urine specimen to the collector, that they have not adulterated it in any manner, that each specimen bottle used was sealed with a tamper-evident seal in the collector's presence and the information provided on the Chain of Custody Form and on the label affixed to each specimen bottle is correct.
- I. **"Shy bladder"** - inability to produce an adequate urine sample within three (3) hours after consuming 40 ounces of fluids. Federal guidelines are followed.

- J. **"Medical Review Officer (MRO)"** - a licensed physician (medical doctor or doctor of osteopath) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history, and other relevant biomedical information.
- K. **"Unfit for Duty"** - any worker who is unable to perform his/her assigned duties with reasonable skill and safety due to physical, emotional, or chemical purposes.
- L. **"Post Accident"** – testing is required if an employee is believed to have caused or contributed to an accident during working hours. If testing has not occurred in a timely manner of the accident, a written explanation by a Supervisor must accompany the accident report.

III. POLICY AND WORK RULES

The company's policy is to employ a workforce free from the use of illegal drugs, either on or off the job, and the abuse of alcohol in the workplace. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense. It is a Standard of Conduct of the Employees of this company that employees shall not use illegal drugs or abuse legal ones. In order to maintain this Standard, the company shall establish and maintain the programs and rules set forth here.

Refusal to take a drug or alcohol test may result in the employee forfeiting his or her eligibility for medical and indemnity benefits under State Workers Compensations and is cause for automatic termination of the employee which may also cause denial of unemployment compensation.

A. General Procedures

An employee reporting for work visibly under the influence and is unable to properly and safely perform required duties will not be allowed to work. If possible, the supervisor should first seek another supervisor's opinion of the employee's status. Then the Supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is unfit for duty, the employee should be taken to a collection facility to be tested using a safe method of transportation, and depending on the extent of the observed impairment, accompanied by the supervisor or another employee. An employee such as this should not be allowed to drive to the testing facility or to their home.

B. Initial Test

The initial screen for all drugs except alcohol shall use an immunoassay. For alcohol the initial test may be the enzyme oxidation methodology. The following cutoff levels shall be used when first screening specimens to find whether they are negative or need to be tested further with the GC/MS test. All levels equal to or exceeding the following shall be reported as positive:

Alcohol (safety-sensitive)	0.04% (Safety Sensitive)
Alcohol (non-safety sensitive)	0.04-0.08% (Most States)
Amphetamines	1000 ng/ml
Cannabinoids	50 ng/ml
Cocaine	300 ng/ml
Phencyclidine	25 ng/ml
Opiates	2,000 ng/ml
Barbiturates	300 ng/ml
Benzodiazepine	300 ng/ml
Synthetic Narcotics:	
Methadone	300 ng/ml
Propoxyphene	300 ng/ml

C. Confirmation Test

A positive finding will generate a confirmation test through the GC/MS (gas chromatography /mass spectrometry) method and the results will be kept confidential. A copy of any positive can be received by the employee by submitting his/her request in writing. As drug testing technology is constantly improving and state and federal laws governing said testing are changing almost as rapidly, the company may change the cut off levels without notice. The cut-off levels in effect for the GC/MS at the time of this printing are as follows:

Alcohol (safety-sensitive)	0.04% (Safety Sensitive)
Alcohol (non-safety-sensitive)	0.04-0.08% (Most States)
Amphetamines	500 ng/ml
Cannabinoids	15 ng/ml
Cocaine	150 ng/ml
Phencyclidine	25 ng/ml
Opiates	2,000 ng/ml
Barbiturates	200 ng/ml
Benzodiazepine	300 ng/ml
Synthetic Narcotics:	
Methadone	300 ng/ml
Propoxyphene	300 ng/ml

*Refer to 59A-24.006, F.A.C. for hair specimen levels.

D. Pre-employment Drug Screening

Consistent with the company's policy opposing drug abuse and its commitment to a safe working environment, we have implemented a pre-employment drug testing policy. All job applicants at this company will undergo screening for the presence of illegal drugs as a condition of employment. Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the company after signing a consent and release form. The employee may begin work pending the result of the drug test.

This company will not discriminate against applicants for employment because of past substance abuse. It is the current abuse of drugs which prevents employees from properly performing their jobs and which, therefore, the company will not tolerate.

All testing will be done by a D.H.H.S. and/or A.H.C.A. certified lab, and positive test results will be checked by a Medical Review Officer to assure accuracy. All testing, sample collection, storage, handling and chain of custody will be done in accordance with the State/Federal rules and regulations.

E. Active Employee Drug Testing

This company has adopted screening practices to identify employees who use illegal drugs. It shall be a condition of employment for all employees to refrain from reporting to work, or working with the presence of drugs or alcohol in his or her body and to submit to drug screening:

- (1) when there is reasonable suspicion to believe that an employee is using or has used illegal drugs;
- (2) when there is a report of drug use, provided by a reliable and credible source.
- (3) when an employee is believed to have caused or contributed to an accident.
- (4) upon return from extended absence of 6 months.
- (5) as part of a general physical, if required, to insure fitness for duty.

Circumstances that could be (but are not limited to) indicators of a drug problem and considered reasonable suspicion are:

- (1) observed drug use during work hours on company premises;
- (2) observable physical signs;
- (3) incoherent mental state;
- (4) marked changes in personal behavior that are otherwise unexplainable;
- (5) deteriorating work performance that is otherwise unexplainable;
- (6) accidents or other actions that provide reasonable cause to believe the employee may be under the influence.

Our company is a Drug Free Workplace for the benefit of all employees, customers and the community. State law provides for the possible denial of workers' compensation benefits for employees who are injured while working and subsequently test positive (for example: Florida rule 38F-9.001(2)(a))(W.C. Act 440.102(5) and Cal. Lab. Code 3600 (West 1989s & Supp 1999) the denial of unemployment compensation. See state summary section for the specific citation. The use of illegal drugs will not be tolerated or subsidized.

An employee bringing onto the company's premises or property, having possession of, possessing in the employee's body, blood or urine an amount above the threshold levels established by the Department of H.H.S., or using, consuming, transferring, selling or attempting to sell, or transfer any form of illegal drug while on company business or at any time during the hours between the beginning and the end of the employee's working day, whether on company property or not, is guilty of misconduct and is subject to discipline including discharge or suspension without pay from employment, even for a first offense. Failure to submit to required medical or physical examinations or tests is misconduct and is grounds for discharge.

F. Testing

All testing will be done by a D.H.H.S. and/or state certified lab; positive and negative results will be checked by a Medical Review Officer to assure accuracy. All testing, sample collection, storage, handling, and chain of custody will be done in accordance with appropriate State and Federal rules and regulations.

The company will provide to an employee (upon their request) within 7 days a written report regarding the circumstances that formed the basis for reasonable suspicion. The original and signed report will be maintained in the confidential human resource records for one year.

If a test is not collectable because of possible tampering or adulteration, a second test, will be requested. The second test may be observed. If a test is rejected because of purposeful adulteration - the employee will be terminated.

Documentation of a positive drug test result will be placed in the employee's confidential file within five working days of receipt of the positive. If an employee is tested for reasonable suspicion, documentation of this test will be placed in the employee's confidential file within five working days of the reasonable suspicion test.

All information received in regard to drug testing results will be maintained in separate confidential files and only be used for the purposes spelled out in this document.

G. Random Drug-testing

All regular full-time and regular part-time employees **may** be randomly tested for drugs. A computer program or other independent, bias free method of name selection may be used to ensure that employees to be tested are randomly selected.

H. Unscheduled Drug-testing

All regular full-time and regular part-time employees may be tested for drugs at unscheduled intervals.

I. Extended Absence Drug-testing

Employees who return to work after an extended absence of six (6) months will be required to take a drug-test.

J. Rehabilitative Drug Testing

Employees who successfully complete a rehabilitation program, or as part of their rehabilitation program may return to work. The employee must agree to follow-up drug testing for up to two years following a return to duty and/or completion of a rehab program if he/she continued to work. Testing will consist of an initial test, then testing once each quarter for the remainder of the two years (all post rehabilitative testing will be unannounced). Employees not complying with these conditions, or testing positive at any time during or following rehabilitation, will be terminated from employment.

K. Routine Fitness for Duty

The company will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled fitness for duty medical examination which is part of the employer's established policy or is routinely required for all employees in a particular employment classification.

L. Medical Review Officer

Qualified medical personnel shall review with the employee/applicant all positive test results concerning that employee/applicant. An employee/applicant may consult with the MRO, (800)430-3782, after being tested in order to report any prescription or non-prescription drug use. The employee/applicant may use a phone in an office or room to ensure privacy.

M. Education

Education and training will be conducted in a manner required by the appropriate state regulation.

N. Employee Assistance

The management of this company is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include emotional and mental illness, family and marital stress, abuse of drugs and others.

Employees whose job performance is not related to a lack of skill and who do not respond to the usual disciplinary procedures are usually in need of the attention of professionals. With proper treatment, many troubled employees can be restored to a satisfactory level of job performance. However, if the underlying problems or illnesses are ignored, they may worsen with time, rendering the person unemployable.

Confidentiality is assured. No information regarding the nature of the personal problem will be made available to a supervisor, nor will it be included in the permanent personnel file. Participation in an Employee Assistance Program, or another mental health or substance abuse counseling program, will not affect the employee's future career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. An EAP is a process used in conjunction with discipline, not a substitute for discipline.

The Human Resource Office will have a list of Drug and Alcohol Counselors and other mental health facilities available in your area. The employee may review the EAP list discreetly (and use a phone in private). The costs of these services are to be borne by the employees.

O. Grounds for Discipline or Termination

An employee bringing onto the company's premises or property, having possession of, being under the influence of, possessing in the employee's body, blood, or urine in the amount set forth in Section B, purposely tampering or adulterating a specimen, or using, consuming, transferring, selling, attempting to sell or transfer any form of illegal drug as defined above while on company business or at any time during the hours between the beginning and ending of the employee's working day, whether on duty or not, whether on company business, property or not, is guilty of misconduct and subject to discipline including discharge or suspension without pay from employment, even for the first offense. Failure to submit to required medical and physical examinations or tests is considered refusal to test and is grounds for discharge from employment.

1. This company will use the Federal Department of Transportation guidelines to determine a refusal to test in the case of shy bladder or shy lung.
2. In the case of shy bladder or shy lung, the employee will have 7 working days to secure documentation from their physician establishing the physical condition.
3. In the case of psychological cause, the diagnosis must have been made prior to the test. Diagnosis such as typical anxiety is not acceptable.

Employees tested for reasonable suspicion may be suspended without pay or placed in non-safety sensitive jobs pending the results of the required test and/or investigation. An employee with a negative result will be reinstated (if suspended with full back-pay and/or return to previous duties). A positive test will result in immediate action up to and including termination of employment.

P. Responsibilities of the Employee

- (1) As a condition of employment, employees must abide by the terms of this policy and must notify the company in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.
- (2) The employee must notify his/her supervisor that his/her drug or medication may affect or impair his/her judgment or job performance or safety.
- (3) The employee or job applicant must notify the laboratory of any administrative or civil action planned as a result of a positive test within five working days from receipt of notification.
- (4) The Employee has the right to contest the result of a positive drug test, in writing, within five (5) working days of being notified in writing of the positive test result. The employee has a right to a copy of the test result, upon request, and to have the sample taken to a certified lab to be re-tested at the employee's expense.

Q. Rights of the Employee/Job Applicant

- (1) An employee or job applicant who receives a positive confirmed drug test may contest or explain the result to the Medical Review Officer/company within five working days of receipt of the written test results.
- (2) The employee or job applicant has the right to consult with the Medical Review Officer for technical information regarding the effects of prescription medication on the drug test.
- (3) An employee or job applicant may, by written request, have the original specimen re-tested at the laboratory of their choice, at their expense.
- (4) The employee can request, in writing, within seven (7) days, a written report regarding the circumstances that formed the basis for their reasonable suspicion testing.

R. Drugs that may be Tested

The drugs are listed by chemical name and brand or common name.

Alcohol (ethanol, beer, wine, booze, alley juice, fire water, grog, hooch, rocket fuel)

Amphetamines (methamphetamine, amp, cinnamon, lemon drop, trash, tweak, crystal, crank, biphphetamine, desoxyn, dexedrine, speed)

Cannabinoids (marijuana, blunt, columbo, hash, hay, pot, joint, indo, roach, grass, weed, reefer)

Cocaine (coke, blast, flake, railers, ringer, toot, blow, nose candy, snow, crack, rock)

Phencyclidine (PCP, angel dust, LSD, beast, blaze, Superman, tab, trips, hog)

Opiates (opium, codeine, morphine, heroin, dover's powder, paregoric, parepectolin, school boy, smack, tar, chasing the tiger)

Barbiturates (phenobarbital, tuinal, amytal, barbs, downers, tranqs)

Benzodiazepines (bennies, rophies, ativan, azene, clonopin, dalmane, diazepam, halcion, librium, paxipam, remestan, serax, tranxene, valium, veratrine, vivol, xanax)

Methadone (dolophine, methadose, amidone, fizzies)

Propoxyphene (darvocet, darvon N, dolene, novopropoxyn)

- S.** When **State Licensing** requires reporting of positive drug tests, this company will follow state procedures and release positive test results to the governing authorities.

T. Subcontractor, Vendor, Consultant Requirements (Optional)

In all future contracts with individuals or organizations that wish to do business with this company, a stipulation is to be made in the contract or purchase order that requires the subcontractor, vendor, or consultant to have a substance abuse policy. The employees of such subcontractors, vendors, or consultants will be subject to the same rules of conduct and tests as the employees of the company. In the event of an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the company's premises and job sites. In addition, if the violation(s) is/are considered flagrant, or the company is not satisfied with the actions of the subcontractor, vendor, or consultant, the company can exercise its right to bar all of the subcontractor's employees from its premises or decline to do business with the subcontractor in the future. All expenses and penalties incurred by a subcontractor, vendor, or consultant as a result of a violation of the company's substance abuse policy shall be borne by the subcontractor, vendor, or consultant.

U. Collective Bargaining Units (When Applicable)

An employee who is a member of a collective bargaining unit will be subject to the drug testing rules promulgated by agreement between the company and said bargaining unit. The business agent or representative will be notified when there is testing for reasonable suspicion, probable cause (accident or injury) and/or positive is received for any test.

IV. CONCLUSION

This company's Drug Free Workplace Policy is not intended to be abusive or discriminatory nor to come into conflict with any public policy. This company considers drug testing to be only one of several steps to achieve a safe, healthy, and productive atmosphere for its employees. This policy is available for inspection by the job applicant or employees during regular business hours. This policy supersedes any information provided to applicants and/or employees either written or oral and reserves the right to change the provisions of this policy and testing program at any time in the future without prior notice and does not constitute a contract for employment.

**OVER-THE-COUNTER AND PRESCRIPTION DRUGS
THAT COULD ALTER OR AFFECT
THE OUTCOME OF A DRUG TEST**

This sheet is for your information only.

ALCOHOL

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. For example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex, 20% (40 proof); Listerine, 26.9% (54 proof).

AMPHETAMINES

Obetral, Biphetimine, Desoxyn, Dexedrine, Didrex.

CANNABINOIDS

Marinol (Dronabinol, THC).

COCAINE

Cocaine HCl topical solution (Roxanne).

PHENCYCLIDINE

Not legal by prescription.

OPIATES

Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxinol (morphine sulfate), Percodan, Vicodin, etc.

BARBITURATES

Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fiorecet, Esgic, Butisol, Mebarbal, Butabarbital, Phrenilin, Triad, etc.

BENZODIAZEPHINES

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

METHADONE

Dolophine, Methadose.

PROPOXYPHENE

Darvocet, Darvon N, Dolene, etc.

Should you have any questions regarding this information you may contact:

**Drug Free Workplaces, Inc.
27 W. Romana Street
Pensacola, FL 32502
850-434-3782 or 800-430-3782
help@drugfreeworkplaces.com**