**SUBSTANCE ABUSE POLICY**

It is the policy of Piedmont Service Group to prohibit the use, sale, distribution, or possession of illegal drugs, narcotics, and alcoholic beverages on company property or during working hours regardless of whether on company property or not. This prohibition also covers all legal or prescription drugs which may impair an employee's ability to perform their job or prescribed drugs which are not being used in the manner prescribed or by the person for which they are prescribed. Employees who know or should know that use of a legal prescription could impair their ability to perform their job, should inform their supervisor and/or the Human Resource Department immediately. This information, which will be kept confidential, is necessary to properly assess an employee's ability to perform their job duties.

If Piedmont Service Group has reasonable cause to believe an employee is under the influence of illegal drugs or alcohol, (This includes the presence of THC , regardless of current or pending local, state or federal laws pertaining to the recreational and/or non-medical uses of THC substances.) the company will test for the presence of the substance by using scientifically approved means. Consistent with this policy, if Piedmont Service Group feels that the employee may be impaired because of a substance, PSG reserves the right to require any employees to present themselves for testing immediately following an employee’s involvement with an accident or incident resulting in injury to any employee or any property while on company premises or while working for the company. Any employee who either tests positive or refuses to cooperate with the testing procedures will be subject to discipline, up to and including termination.

Piedmont Service Group has a strong commitment to its employees to provide a safe and secure workplace and to establish programs promoting high standards of employee health. The purpose of this policy is to state the company's philosophy with respect to drug and alcohol use and abuse.

In order to ensure our commitment to provide all employees with a safe, healthy, and secure workplace, the following procedures for drug and alcohol testing will be in effect.

 •Drug and Alcohol testing may be conducted by the company at its discretion. This includes but not limited to, random, suspicion, pre-employment, post accident, and pre-project placement.

 •All offer letters are contingent on passing a drug and/or alcohol test. A positive drug test will result in immediate termination of employment.

 •Employees and applicants have the right to have a re‐test conducted by an approved laboratory when a drug or alcohol test they take is positive. This re‐test is conducted using the same urine sample that was submitted for the first test. The employee is responsible for costs associated with a requested re‐test.

For cause testing may be required of current employees in the event of unusual behavior, gross negligence or carelessness; disregard for the safety, life or well‐being of any employee or business associate, customer request, reporting to or remaining at work in an apparently unfit condition; or any other reason the company deems sufficient. In the event of a "For Cause" test, the following will occur:

 •The employee will be escorted to the testing facility or the test will be administered on the spot.

 •The employee will be removed from the worksite until the results from the test are received.

 •If the test comes back negative, the employee will be compensated for his missed time.

 •If the test come back non-negative, the employee may be terminated on spot. In some instances the employee may be eligible for the second chance program.

Testing for the presence of alcohol may be conducted using a saliva test, Breathalyzer test, blood alcohol test or any other scientifically acceptable testing method. A blood alcohol test may be used to confirm initial screening done by some other testing procedure.

Refusal of an applicant or employee to submit to or cooperate with the administration of an alcohol or drug test or any attempt to invalidate or circumvent an alcohol or drug test will result in no offer of employment being extended in the case of an applicant, or termination in the case of an employee.

The results of drug and alcohol tests will be treated as confidential.

All employees are encouraged to approach company management at any time with any questions they may have about the drug and alcohol policy.

The Federal Drug‐Free Workplace Act of 1988 and the regulations issued by the Department of Transportation require that federal contractors and drivers maintain policies and practices to promote a drug and alcohol‐free work force and workplace. Drivers of vehicles over 26,000 pounds will be screened as required by the Department of Transportation.

**Second Chance Program**

At Piedmont Service Group, we realize employees may make decisions they wish they could change. For employees that meet the following criteria, a second chance may be offered.

 •The employee has been with PSG for at least 90 days.

 •The test was a random drug test. For a suspicion/post-accident drug test, no second chance will be offered.

 •The substance which was present in the test was not used on the jobsite.

 •The employee is well reported on by his supervisor(s).

 •This is the employees' first offense.

 •The employee agrees to these terms:

 •That no future usage will occur.

 •3 days suspension.

 •Future drug testing.

 •If a future test comes back non-negative, the employee is terminated.