

# Drug-Free Workplace Policy

The Drug-Free Workplace Act of 1988 requires contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. AIR supports and maintains a drug-free workplace.

In order to maintain a drug-free work environment, AIR prohibits employees from the manufacture, distribution, dispensation, possession, sale, or use of an illegal controlled substance in AIR's workplace or extensions of AIR's workplaces while conducting AIR business, or while otherwise representing AIR at any time or place. Extensions of AIR premises include work-related events or meetings, even if conducted outside of AIR office locations and AIR leased vehicles. This prohibition also extends to employees while on AIR travel for business.

## Department of Defense Contracts

Notwithstanding that some state and local laws no longer prohibit consuming marijuana under certain circumstances, possession and the use of marijuana is illegal under federal law.

In accordance with Department of Defense (DOD) regulations, employees assigned to DOD contracts having a Drug-Free Workplace clause may be required to take a drug test at any time to determine the presence of illegal drugs when:

- They are in a sensitive position with access to classified information;
- AIR has reason to believe that they are using illegal drugs;
- They are involved in an accident or engage in unsafe practices; or
- They have completed a counseling or rehabilitation program for drug abuse.

## Notification of Convictions

If an employee assigned to a contract or grant that has a Drug-Free Workplace clause is convicted of a crime related to drugs or controlled substances occurring in AIR's workplace, AIR is required to notify the contracting officer within ten days of receiving notice from the employee or otherwise receiving notice of such conviction.

## **Assistance with Drug Dependency Problems**

Employees who need help in dealing with drug dependency problems are encouraged to seek help from community resources and to talk to Human Resources. Confidentiality will be strictly enforced.

When AIR can reasonably establish that the employee's use of controlled substances away from AIR's workplace is the cause of poor attendance or performance problems, or has tested positive after undergoing a DOD required drug test, the employee may be counseled to seek rehabilitation. As a condition of continued employment, the employee may also be required to complete a drug dependency rehabilitation program successfully. If poor work performance or attendance persists, the employee will be subject to termination.

AIR reserves the right to make a mandatory referral to our Employee Assistance Plan (EAP) and/or applicable insurance providers.

## **Penalties for Violations of this Policy**

Whenever possible, AIR intends to assist employees in overcoming drug dependency problems. However, employees must understand that AIR will enforce its Drug-Free Workplace Policy.

Employees may be subject to disciplinary action, up to and including termination, for manufacturing, distributing, dispensing, selling, possessing, or using unlawful controlled substances in the AIR workplace. Employees convicted of manufacturing, distributing, or dispensing unlawful controlled substances in the AIR workplace will be terminated for cause.