

**Drug-Free Work Place Policy** - (adopted January 1, 1996, revision 1- February 1, 1997 revision 2 - January 1, 2001)

**I. General Statement** - IMSCORP herein after "Company", including its various subsidiaries: SourceOne, Inc., Bison, Inc., SignCoEDS, Inc. and Industrial Machinery Sales, Inc.; collectively and individually believes that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and maintenance of the quality of products produced and services rendered by the Company, are important not only to the company but also to the employees and general public. The effects of drugs and alcohol can create a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefits programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services. Therefore, the Company hereby adopts this policy for the testing of employees for evidence of drugs and alcohol in the workplace.

**II. Definitions for the purpose of this Policy**

A. "Alcohol" means ethyl alcohol or ethanol, including wine, beer and spirits.

B. "Drugs" means any substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharma., or supplement to any of those compendia. This includes without limitation, narcotics, hallucinogenics, depressants, stimulants or other controlled substances.

C. "Employee" means any person in the service of the Company for compensation of any kind including persons who have been offered employment subject to drug testing and all workers who work as temporary, contract or temp-to-hire workers.

**III. Testing**

A. The Company intends to test employees for the presence of drugs and alcohol, in accordance with the provisions of this Policy, as a condition of employment and/or continued employment for the purposes listed below:

1. to improve the quality of the work force;
2. to investigate suspected individual employee (who may be impaired at work by either by drugs or alcohol use);
3. to investigate accidents in the workplace;
4. to maintain the safety of employees and the general public;
5. to maintain product quality, productivity, and to control benefit costs.

B. The collection and testing of samples shall be limited to circumstances listed below.

1. Beginning February 1, 1997, after an initial written employment offer has been made to a prospective employee and after consent by the applicant, that person shall be responsible to submit to a drug & alcohol screening at the place and of a type determined by the company. Failure or refusal to timely submit to testing will result in an automatic withdrawal of the employment offer. Under no circumstances will any person begin employment until the company has notification of favorable test results.
2. Effective November 1, 2000, whenever a reportable workman's compensation accident occurs involving a company employee, that employee shall be tested immediately by the medical service provider if during normal business hours or no later than 10:00 a.m. on the first normal business day following the injury. One hundred percent of reportable workman's compensation accidents shall require testing. There are no exceptions for severity, type or employee status.
3. Whenever an employee appears to be under the influence of drugs or alcohol during work time, displaying signs of such influence such as impaired speech or movement, uncertain balance, red or watery eyes, abnormally loud or belligerent speech or any other outward signs. Test may be required of any employee for circumstances in #3 above only after completion of the Drug Free Workplace Test Request Form No. 1 which includes the signature of the following: (1) employee's immediate supervisor, (2) Department/Division Manager, and (3) IMSCORP Human Resource Manager. In cases where timing does not permit proper signatures before testing, signatures will be obtained before test results are released.
4. Whenever an employee or employees are involved in a physical altercation with another employee whether or not that altercation results in an injury. All involved employees will be tested under the same guidelines as if a reportable workman's compensation injury has occurred to each employee, see No. 2 above.
5. Whenever a non-injury accident involving an on-duty employee has occurred which results in property damage in excess of \$500 to company property or any property on company premises and the incident is not immediately determined to be the result of equipment malfunction, then all involved employees will be tested under the same guidelines as if a reportable workman's compensation injury has occurred to each employee, see No. 2 above.
6. Upon random selection of employee for drug testing at such time as IMSCORP initiates a random employee drug and alcohol testing policy. In the case of random testing, employee shall be required to take a test immediately upon notification.

C. To test reliably for the presence of drugs or alcohol, the Company will require samples from employees and will require presentation of reliable identification to the person collecting the samples.

D. Any drug or alcohol testing shall occur during or immediately after the regular work period and shall be deemed work time for purposes of compensation and benefits for current employees.

E. The Company shall pay for all costs of testing for employees, however prospective employees shall travel to and from the location of testing, if applicable, on his/her own time and with his/her own method of transportation.

F. All sample collection and testing shall be in accordance with the following conditions:

1. The collection of samples shall be performed under reasonable and sanitary conditions;
2. Samples shall be collected and tested with due regard to the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions, contamination's or interference with the collection or testing of reliable samples;
3. Sample collection shall be documented and the documentation procedures shall include:
  - (a) labeling of samples so as reasonably to preclude the probability of erroneous identification of test results; and
  - (b) an opportunity for the employee to provide notification of any information which he or she considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs, or other relevant medical information;
4. Sample testing shall conform to scientifically accepted analytical methods and procedures.

**IV. Notice** - The Company's written Policy for testing shall be distributed to employees and be available for review by prospective employees.

**V. Company Action** - Prospective employees who refuse to take or fail the prescribed drug test will not be added to the company workforce. Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this Policy, or upon the refusal of a current employee to provide a sample, the Company may use that test result or refusal as the basis for disciplinary or rehabilitative actions, which may include the following:

- A. a recommendation that the employee enroll in a Company-approved rehabilitation treatment or company provided Employee Assistance Program (EAP), or counseling program, which may include additional drug or alcohol testing;
- B. suspension of the employee without pay;
- C. termination of employment;
- D. future scheduled or unscheduled testing;
- E. other disciplinary measures in conformance with the Company's usual policies and procedures.

**VI. Confidentiality**

A. All information, interviews, reports, statement, memoranda, or tests received by the Company through this drug and alcohol testing program are confidential and will only be used in a proceeding related to an action taken by the Company under Section V or in defense of any action brought against the Company.

B. The information described in Section III shall be the property of the Company.

C. The Company is entitled to use a drug or alcohol test result as a basis for action under Section V.