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| Subject: Substance Abuse in the Workplace | Effective Date: December 2006 |
| Responsibility: Human Resources | Revision Date: January 2013 |

Purpose:

To emphasize KRA Corporation's (KRA) prohibitions against on-the-job use or possession of alcohol or illegal drugs and to make employees and supervisors aware of the penalties for substance abuse.

KRA is firmly committed to providing its employees with a safe workplace and to promoting high standards of health and well-being. Our goal is to maintain a work environment that is free from the effects of alcohol and illegal drugs. In addition, as a Federal contractor, KRA is required to make every effort to operate a drug-free workplace. KRA's policies regarding substance abuse are as follows:

- The use, sale, manufacture, distribution, dispensation, or possession of alcohol and illegal drugs and controlled substances while on the job, on company business, on company property, or in company-supplied vehicles, is prohibited and is a dischargeable offense. Where such activities are suspected, employees may be subject to suspension while the facts are investigated.
- The legal use of controlled substances, prescribed by a licensed physician, is not prohibited, but employees are required to make such use known to their supervisor, Program Manager, or the Human Resources (HR) Director. The employee must provide written documentation from the subscribing physician to the HR Director and cannot use the prescribed controlled substance in the presence of other employees, customers, participants or clients.
- Except at designated KRA functions, alcohol is prohibited from company property and operations, as is the use of alcohol that adversely affects an employee's job performance or the public and/or client perception of the company.
- All employees are expected to report to work able to perform their jobs safely and competently. They are not allowed to report to work under the influence of either drugs or alcohol. Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, company property, or company reputation is proper cause for administrative or disciplinary action, up to and including termination.
- Employees who are convicted under any criminal drug statute are required to notify their supervisor, Program Manager, or the HR Director within 5 calendar days of the conviction. In deciding what action to take, management will consider the nature of the charges, the employee's present job assignment, the employee's record with KRA, and other factors relative to the impact of the employee's conviction upon the conduct of KRA's business. Actions will range from requiring mandatory participation in a rehabilitation program to termination.
- In cases where a KRA staff member is performing his/her job on government (Federal, Regional, State, or local) property, he/she may be subject to search and/or testing for illegal substances as deemed necessary by the government entity.
- KRA will provide information to any interested employee regarding counseling and rehabilitation resources available to them through our healthcare provider's Employee Assistance Program. Employees should contact the Human Resources Department if they wish to obtain information. All such requests will be kept strictly confidential.

KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact Human Resources for additional information.