

## ALCOHOL AND DRUG POLICY STATEMENT

1. **PURPOSE** - Hoffman recognizes that alcohol and drug abuse in the work place has become a major concern. We believe that by reducing alcohol and drug use we will improve the safety, health and productivity of Hoffman employees, as well as employees of subcontractors and vendors employed at Hoffman premises and/or projects. The object of this policy is to provide a safe and healthy work place for all persons who are present on any Hoffman premises and/or projects, to prevent accidents or incidents, to cooperate with the owners of our projects, their architects and consultants in maintaining a safe work place and to comply with federal and state health and safety regulations.
2. **DEFINITIONS** –
  - A. Alcohol - Means ethyl alcohol (ethanol). References in this policy to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.
  - B. Drug - Means any substance other than alcohol capable of altering the mood, perception, pain level or judgment of the individual consuming it, or any “controlled substance” or “controlled dangerous substance” as defined by federal and state statutes. “Illegal drug” means any drug or controlled substance the sale or consumption of which is illegal under state and/or federal law, and includes legal drugs used illegally.
  - C. Hoffman – Means Hoffman Corporation and its subsidiary companies including without limitation HCC of Oregon, HCC of Washington, HCC of California, HCC of Arizona, HCC of New Mexico, HCC of Alaska, HCC of America, HCC of Israel, Hoffman Structures, Inc., Hoffman Mechanical Corp., HT Electric, Ming Surveyors, Inc., PCC, PAAC, Precision Contracting of California, and any joint-ventures. These entities may also be referred to by their specific entity name. Hoffman Corporation may also be referred to as "General Contractor."
  - D. Employee - Any individual who actually performs work for any contractor, vendor or supplier on Hoffman premises and/or projects and any subcontractors and suppliers, at every tier. Use of the term "Employee" is for convenience of reference and does not, by itself, establish or evidence an employment relationship between an individual and Hoffman.
  - E. Hoffman Premises and/or Projects- Hoffman premises and/or projects includes all operative premises, construction projects, facilities, parking lots, garages, work places, and dry shacks that Hoffman works on, constructs, owns or controls and Hoffman owned tool boxes and storage facilities.
  - F. Medical Facility - Means a hospital, clinic, physician’s office or laboratory where testing specimens can be collected according to recognized professional standards.
  - G. Under the Influence - Means having in one's system alcohol or any illegal drug at or above the level that the testing laboratory reports as a confirmed positive, or otherwise being impaired by virtue of ingesting alcohol or any illegal drug. Substances for which Employees are tested and the applicable cut off levels are as follows:

	INITIAL CUTOFF	CONFIRM. CUTOFF
Ethanol Alcohol	0.03 g/dl	0.03 g/dl
Amphetamines	1000 ng/ml	500 ng/ml
Methamphetamines	1000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	200 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Opiates	2000 ng/ml	2000 ng/ml
THC (Marijuana)	50 ng/ml	15 ng/ml

Note:

- A.
    - (1) Valid temperature range - 90.0 - 100.0. Specimens falling outside this range will not be accepted for testing
    - (2) Invalid specimen - all urine specimens are tested for urine creatinine and urine PH (specimen density); specimens falling outside normal ranges will not be accepted for testing
  - B. Workers have the right to obtain test results from the corporate office.
3. **CORPORATE RULE** - The manufacturing, distribution, possession, or use of alcoholic beverages, marijuana or any illegal drug by Employees when on duty or on Hoffman premises and/or projects, is prohibited. Employees must not report for duty or be on Hoffman premises under the influence of, or have in their possession, any alcoholic beverage, or illegally obtained drug, narcotic or other illegal substance. Employees may be tested for alcohol or drugs pursuant to this policy. Any employee who tests positive for alcohol or drugs will be subject to immediate discharge and/or removal from the jobsite and will be ineligible to work on Hoffman premises and/or projects except as provided below. A refusal to submit to the screening tests, failure to cooperate in the testing process, or any conduct which has the purpose or effect of interfering with the testing process will constitute voluntary withdrawal of application for employment. Positive and invalid test results will be reported immediately to a designated Hoffman employee on the applicable project. Employees who test positive for the presence of alcohol and drugs may explain the positive test results by submitting a written explanation to be received by Hoffman at Hoffman’s Corporate offices, 805 SW Broadway, Suite 2100 Portland, Oregon, 97205 or to FAX no. (503) 221-8966. Such explanations will be considered by Hoffman according to the guidelines in this Alcohol and Drug Policy Statement and Notice of Failure documents.

4. **PRE-EMPLOYMENT DRUG SCREENS** - All prospective employees prior to being acceptable for employment on any project and all prospective employees of subcontractors or vendors who may perform work on Hoffman premises and/or projects shall be given tests for the presence of alcohol and drugs. Testing for the presence of alcohol shall occur only after a conditional offer of employment has been made. These tests shall be done by an independent medical facility which has been approved by Hoffman. Pre-employment screening tests shall be taken prior to the employee performing any work. In the event that the independent medical facility cannot provide results of such tests to the employer prior to the scheduled work time of the employee, it is understood that the employee shall be considered a probationary employee until such time as the results from the tests are known to Hoffman. A positive test result will result in rejection for employment and/or being denied access to Hoffman premises and/or projects for the applicable period. Hoffman will pay the cost of testing. Compensation for any Employee time is subject to the provisions of the applicable collective bargaining agreement. These requirements may be satisfied by the Employee providing acceptable proof of a current Hoffman test or a current card or certification from a Hoffman approved program.
5. **PRESCRIPTION MEDICATION** - Positive test results due to prescription medication will be considered positive until a copy of the prescription for the medication and/or a letter from the individual's licensed health care provider is received in the Hoffman Corporate office, provided that the amount of drug detected is not inconsistent with the prescription. Any Employee who has been informed that prescribed medication could prevent the safe performance of his or her job duties must inform his or her supervisor. However, the Employee/Individual is not required to disclose the medical condition for which the medication is being taken. The use of marijuana, even if medically recommended, is a violation of the Hoffman policy.
6. **POST INCIDENT TESTING** - Under the following circumstances any Employee involved in any work-related accident or incident as described below may be tested for the presence of alcohol or drugs, at the sole discretion of Hoffman. 1) Any injury requiring off-site medical treatment and/or any OSHA defined recordable or lost-time injury; regardless of the location where the Employee or individual received medical treatment; 2) In certain geographic locations, on site drug screen collection facilities and/or medical facilities will be established. In these geographic locations, anyone who receives medical treatment; other than minor precautionary treatment, will be tested; 3) Involvement as a participant crew member in the circumstances surrounding an incident; 4) The incident was caused by human error and could have been avoided by reasonably alert action; 5) Incident involving damage to equipment and/or property; 6) Accidents or incidents for which the use of a controlled substance or alcohol or abuse of a prescription or over-the-counter drug cannot be discounted as a contributing factor.
7. **POST EMPLOYMENT TESTING** - Testing may be conducted on an individual basis whenever Hoffman has reasonable cause to believe that an employee or a group of employees is, or may be under the influence of alcohol or drugs. Hoffman may also conduct post employment testing project wide, up to three times in any twelve-month period, without cause or notice.
8. **RIGHT TO SEARCH** - Employees and their property, which include lunch boxes and tool boxes, are subject to search while on Hoffman premises and/or projects. Refusal to permit such search shall be cause for discharge and/or removal from Hoffman premises and/or projects.
9. **REHABILITATION/RE-TESTING** - Employees who have a positive test for alcohol and/or drugs have an option of: 1) Contacting an approved alcohol and drug treatment facility for an assessment, compliance with any treatment recommended by a certified counselor/evaluator/health care provider, and execution of a rehabilitation testing agreement or; 2) Remaining off all Hoffman premises and/or projects for a period of one year.
10. **CONSEQUENCES OF SECOND VIOLATION** - Any employee who has a second positive test for alcohol and/or drugs will be permanently ineligible to work on all Hoffman premises and/or projects.

YOU MAY REQUEST A COPY OF HOFFMAN 'S CODIFICATION FROM THE HOFFMAN ON-SITE BUSINESS OFFICE