

Drug and Alcohol Policy

Exos is committed to providing its team members a safe, efficient, and productive work environment. Consistent with this commitment, we have adopted policies to ensure that team members perform their duties safely, efficiently and in a manner that protects their interests as well as those of their co-workers and our customers.

It is the policy of Exos to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The improper use of controlled substances is inconsistent with the behavior expected of team members, subjects all team members and visitors to our facilities to unacceptable safety risks, and undermines Exos' ability to operate effectively and efficiently. The unlawful manufacture, distribution, dispensation, possession, sale, and use of a controlled substance in the workplace or while engaged in Exos business on or off of Exos' premises are strictly prohibited. Such conduct is also prohibited during non-working time to the extent that in the opinion of Exos, it impairs a team member's ability to perform on the job, or threatens Exos' reputation or integrity or the safety of our customers.

In furtherance of this commitment, Exos maintains a policy in which job applicants and current team members may be requested or required to submit to drug and alcohol testing in certain situations. This policy is intended to comply with applicable laws regarding drug and alcohol testing and current and prospective team member privacy rights.

Testing Based on Reasonable Suspicion

Team members may be asked to submit to a drug and alcohol test if an team member's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the team member's appearance, speech, behavior, or other conduct and facts, that the team member possesses or is under the influence of unlawful drugs, cannabis, or alcohol, or any combination thereof. Team members who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform People Operations if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to Exos' Accommodations Policy.

Testing Procedures

All drug and alcohol testing under this policy will be conducted by an independent and licensed testing facility, which will obtain the individual's written consent prior to testing. Exos will pay for the full cost of the test. Team members will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by Exos.

Team members suspected of working while under the influence of illegal drugs, cannabis, or alcohol will be suspended without pay until Exos receives the results of a drug and alcohol test from the testing facility and any other information Exos may require to make an appropriate determination. The team member will be prohibited from operating a vehicle and will need to make travel arrangements to depart the premises.

Consequences of a Positive Test

If the test result is positive, indicating the team member's condition was caused by the use of alcohol, cannabis, or illegal drugs, or the use of prescription drugs in a manner other than prescribed, the team member will be terminated. If the test results of a team member injured on the job indicates they were impaired at the time of the injury, the team member will be terminated, and the test results will be furnished to Exos' Workers' Compensation insurance carrier and the State Industrial Commission.

Consequences for Refusing to Submit to Testing or Failing to Complete the Test

Team members who refuse to submit to testing as required by Exos or who fail to complete the test will be subject to discipline, up to and including immediate termination of employment. Job applicants who refuse to submit to drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment.

Convictions or Pleas

Team members convicted of controlled substance-related violations, including pleas of nolo contendere (i.e., no contest), must inform Exos within five days of such conviction or plea. Disciplinary action may be taken for drug-related crimes, regardless of whether they happened during working hours or on a team member's own time.

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Compliance with this Policy

Team members who violate this policy may be subject to disciplinary action up to and including termination. At its discretion, Exos may require team members who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

While it is not the purpose of Exos to intrude or interfere with a team member's personal life, Exos management strongly encourages any team member who feels that they may have an alcohol or drug problem to voluntarily seek and accept help before their condition impairs their job performance. Exos is aware that it takes courage to face a personal problem of this nature, and even more to seek professional assistance in coping with it. A team member who seeks help for a problem of this type through Exos, or if management is informed, directly with an outside source, may do so knowing that their condition and treatment will be kept confidential. The team member's job security, pay, and promotional opportunities will continue to be judged only by their attendance and overall job performance. Seeking assistance for drug or alcohol related problems will in no way jeopardize the team member's future with Exos.

Client Policies Apply

Drug policies at client sites will apply in addition to this policy. Some client drug policies may include pre-employment and/or random drug screening where permitted by applicable law.