

## DRUGS, NARCOTICS AND ALCOHOL

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### POLICY

SCI is committed to maintaining a drug and alcohol-free work environment.

### PROHIBITIONS AND EMPLOYEES' RESPONSIBILITIES

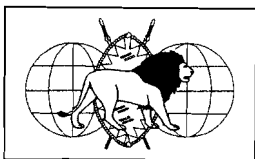
1. Employees are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, narcotics or alcoholic beverages on SCI premises or work-sites; any employee who violates this prohibition will be subject to discipline, up to and including termination. In addition, employees are required to report to work unimpaired by alcohol and without illegal drugs in their systems. Employees are warned that use of some drugs, e.g., marijuana, may remain in the system for extended periods of time. Thus, use of such drugs, even away from the work place, may lead to a violation of this policy. Any employee who reports to work impaired by alcohol or with illegal drugs in his or her system will be subject to discipline, up to and including termination. In addition, being impaired by illegal drugs or alcohol shall not be an excuse for any other misconduct that violates SCI's rules.
2. Employees are personally responsible for confirming with their physician and/or pharmacist that they may perform their regular job duties safely while taking a prescribed or over-the-counter drug. If an employee is taking a drug that could impair his or her job performance, the employee must so advise his or her supervisor, who may assign the employee to non-hazardous duties or send the employee home. Employees who fail to inform their supervisor that they are taking drugs that may impair their job performance will be subject to discipline, up to and including termination.

### SEARCHES AND INSPECTIONS FOR ALCOHOL AND ILLEGAL DRUGS

If SCI develops a reasonable suspicion that a violation of this policy has occurred, is occurring, or will occur, SCI has the right to inspect and thoroughly search at any time, the entire work environment and all SCI property, including, but not limited to, vehicles, equipment, cabinets, desks, and lockers. In addition, if SCI develops a reasonable suspicion that a particular employee is violating this policy, SCI may request the employee to submit immediately to an inspection of any personal property that the employee has access to at work including, but not limited to, the employee's vehicle, parcels, packages, purse, lunch box, and/or briefcase. Any individual who refuses an inspection will not be forcibly detained or inspected. Submission to inspection upon request is a condition of employment, however, and an employee's failure to submit to an inspection will subject the employee to discipline, up to and including termination.

### TESTING FOR ILLEGAL DRUGS AND ALCOHOL IMPAIRMENT

**Persons subject to testing for illegal drugs and alcohol impairment**



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### Impairment Defined

Impairment means that the employee's ability to do his or her job is diminished to the slightest degree by the ingestion or inhalation of any controlled substance or alcoholic beverage.

### Prospective employees

1. All prospective employees must consent to a drug test. No drug test will be administered without the prospective employee's written consent. Any prospective employee who declines to consent to a drug test will be considered to have withdrawn his or her job application and will be denied employment.
2. All job offers are conditional upon the successful completion of the drug test. SCI will withdraw a conditional job offer made to any prospective employee whose sample yields a positive test result or who SCI reasonably suspects to be impaired by illegal drugs or alcohol during the application process.

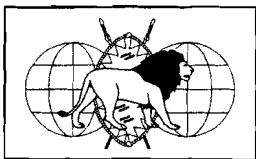
### Employees

1. *Universal Application.* This policy applies to all SCI personnel located in Arizona.
2. *Random Selection Basis Drug Testing.* SCI reserves the right to request all employees to consent in writing to unannounced drug tests on a random selection basis. SCI will not test employees randomly for alcohol impairment.
3. *Reasonable Suspicion Alcohol Impairment and Drug Testing.* SCI also reserves the right to request an employee who it reasonably suspects to be violating this policy to consent in writing to a drug test and/or an alcohol impairment test. An employee who is suspected of violating this policy will be suspended pending the receipt of the test results. No drug tests or alcohol impairment tests will be administered without the employee's written consent. An employee's refusal to consent to a drug test or alcohol impairment test upon request will constitute willful misconduct and will subject the employee to discipline, up to and including termination.

### Description of the Testing Methods and Collection Procedures.

#### Collection Site

An employee or prospective employee who has consented to a drug test or alcohol impairment test will be directed to a collection site designated by SCI. The collection site may be on SCI's premises or may be located at an off-site laboratory designated by SCI. Any laboratory SCI designates to perform testing will be approved or certified by the United States Department of Health & Human Services, the College of American Pathologists, or the Arizona Department of Health Services.



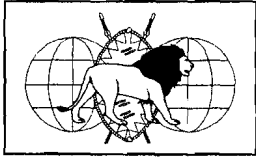
### Scheduling Tests, Payment of Testing Costs, and Transportation

All employee drug testing or alcohol impairment testing will occur during, or immediately before or after the employee's regular work period. The time consumed for drug testing or alcohol impairment testing at SCI's direction will be deemed work time for the purposes of compensation and benefits to employees. Prospective employees will not be compensated for time spent in connection with drug testing. SCI will pay all actual costs for employee drug testing and alcohol impairment testing conducted in connection with this policy. SCI may, at its discretion, pay the costs for prospective employee drug testing. In addition, SCI will pay the reasonable transportation cost to employees if the inspection site is in a location other than the employee's normal worksite. SCI will provide transportation to and from the collection site for any employee it reasonably suspects is using illegal drugs or is impaired by alcohol.

### Collection Procedures and Testing Methods

All sample collection and testing for drugs and alcohol impairment under this Policy shall be performed according to the following conditions:

1. The collection of samples shall be performed under reasonable and sanitary conditions.
2. Sample collections shall be documented and these documentation procedures shall include both of the following:
  - a) Labeling of samples in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided.
  - b) An opportunity for the person to be tested to provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription of drugs or other relevant medical information.
  - c) Sample collection, storage, and transportation to the place of testing shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
  - d) Sample testing shall comply with scientifically accepted analytical methods and procedures. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services.
  - e) Drug testing shall include confirmation of any positive initial drug test results for employees. Confirmation of positive drug test results for employees shall be by use of a different chemical process than was used in the initial drug screen. The second or confirmatory drug



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test shall be a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.

### **Reporting Results**

The laboratory will report all initial and confirmatory test results to the appropriate company official. Before any test result is reported, the responsible laboratory personnel will review the result and certify the result is accurate. The test report will identify the substances tested for and whether the test result was positive or negative.

### **Notification and Employees' Rights**

All employees who test positive will be notified by SCI and given an opportunity to explain, in a confidential setting, any reasons they may have for the positive test result. If an individual provides an explanation that satisfies SCI that the positive test result is due to factors other than the presence of illegal drugs or alcohol in the sample, SCI will disregard the positive test result.

Each employee who is tested for illegal drugs or alcohol impairment has the right to request and obtain from SCI the written results of his or her test.

### **Consequences of Refusing to Consent to a Drug Test or Alcohol Impairment Test**

An employee's refusal to consent to a drug test or alcohol impairment test upon request will constitute willful misconduct and will subject the employee to discipline, up to and including termination.

### **Consequences of a Positive Test Result**

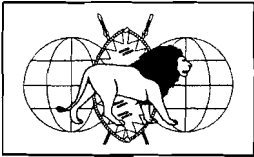
If an alcohol impairment test reveals the presence of alcohol in an employee's system at or above the applicable prohibited level, or if initial and confirmatory drug testing reveals the presence of any illegal drug(s) in an employee's system at or above the applicable prohibited levels, and the employee does not provide an explanation concerning the positive test result(s) that satisfies SCI, SCI will take disciplinary action, up to and including termination. Any positive test result for which the employee cannot provide a satisfactory explanation will constitute willful misconduct. The company, in its sole discretion, will determine whether or not an explanation is satisfactory.

### **Confidentiality of Test Results**

The results of all drug tests and alcohol impairment tests conducted for/by SCI will be disclosed only to the appropriate company official, company personnel on a need-to-know basis, and the individual tested upon that individual's request.

### **NO GUARANTEE OF EMPLOYMENT**

Nothing in this Policy is to be construed as a guarantee of employment for any period of time, including but not limited to the time that any employee or prospective employee is participating in SCI's drug/alcohol impairment testing



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program or in a rehabilitation program. The company and its employees may terminate their relationship at any time, with or without cause or notice.