

MERIT SHOP  
HOURLY CRAFT EMPLOYEE  
HANDBOOK  
2018

**PROFESSIONAL LABOR SUPPORT Core Values**

Safety  
Family  
Quality  
Integrity

We've prepared the Professional Labor Support Craft Employee Handbook to assist you in understanding how we operate and help you direct your activities toward success in your position. It furnishes guidelines—not promises of any kind. The language in this book is not intended to create or imply a contract between you and Professional Labor Support. It is not intended to alter the employment-at-will relationship in any way. Professional Labor Support reserves the right to direct and control the operation of its business including, but not limited to, the management, assignment, scheduling, direction, discipline, and termination of the workforce or individual Craft Employees ("Employees"). All further references in this Handbook for Craft Employees will be simply stated with the term "Employee(s)" except when specifically noted otherwise. Professional Labor Support may add to the policies and procedures in this handbook or revoke or modify them from time to time without advance notice to Employees. Although we will try to keep this handbook current, there may be times when policies will change before this material can be revised. Final determinations regarding Professional Labor Support policies and procedures are determined by management subject to applicable laws and regulations - irrespective of any information within the policies.

Please read this book thoroughly and keep it for your reference of specific company rules and policies. If you want additional information about a particular section or specific topic, see your supervisor, or contact your Human Resource Department at: 317-865-7757

Note: Your immediate supervisor is responsible to ensure adherence and compliance with Professional Labor Support's policies and rules. If any state or federal regulations or acts provide a greater benefit to employees, Professional Labor Support will adhere to the legislation where applicable.

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**Section I:**  
**Communication**

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**Open Door Policy**

Professional Labor Support strongly believes that open communication among all Employees is the key to the successful operation of our business. We welcome your good faith efforts to resolve problems and answer questions, and we encourage you to talk with your supervisor first and any manager thereafter, if you want to do so. Since communication is a two-way process, it is important that you ask questions to clarify any information you need about your work, your benefits, or your company.

Professional Labor Support also wants you to report any suspicious, unsafe, unethical, discriminatory, or illegal behaviors you see at work to your supervisor, upper management or human resources. With everyone's help, communication at Professional Labor Support can flow effectively in all directions of the Company, creating the most effective and efficient Professional Labor Support possible.

No individual will suffer retaliation for making such a report in good faith. All such reports will be handled confidentially and consistent with statutory, regulatory and/or disclosure requirements, as well as the requirements for conducting an effective internal investigation of the matter.

HR: 317-865-7757

Retaliation or retribution against any Employee for making good faith reports to the Company's ethics line is cause for disciplinary action, up to and including termination. Employees should exercise sound judgment to avoid baseless allegations.

**PROFESSIONAL LABOR SUPPORT DOCUMENTS**

All active Employees may access the Handbook on the Pipeline. If unable to access the Pipeline Employees may request a copy from the HR department.

**HR Number: 317-865-7757**

## **Section 2:**

### **Introduction for Employees**

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#### **Employee Record**

Professional Labor Support maintains a personnel record for each Employee and any past Employee. We pay strict attention to your personal right to privacy when we obtain, use, and retain this information. Personnel records include information:

- Needed to conduct our business
- Mandated by federal, state, or local laws
- Required to provide company benefits to you and your dependents

This information includes, for example, your application, evaluations, project separations, benefit forms, payroll information, recognition reports and training information.

You have a responsibility to keep your personnel records updated with new addresses and/or phone numbers. You can update this information by logging into your employee portal or by contacting the Human Resources Department.

When Human Resources receives a request by an outside company for employment verification, we will verify only your dates of employment and the position(s) you held (or hold) unless we have your written authorization to provide additional information.

You have the right to review your personnel records. Contact Human Resources during normal business hours to schedule an appointment.

You can also request a copy of your personnel records by contacting Human Resources in writing (include your mailing instructions and signature). Please allow ten days to fulfill a request.

## **Section 3:**

### **EEO/Affirmative Action Policy**

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Professional Labor Support is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, religion, sex (including pregnancy), age, national origin or ancestry, physical or mental disability, veteran status, marital status as well as any other category protected by applicable federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of the Company are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the Company will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Company. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact Human Resources.

Employees should report every instance of unlawful discrimination to Human Resources or other company manager, regardless of whether you or someone else is the subject of the discrimination. Detailed reports—including names, descriptions, and actual events or statements made—will greatly enhance the Company's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, the Company will conduct an investigation. The Company prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any supervisor or Employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including termination.

If the investigation determines that prohibited discrimination or other conduct in violation of company policy has occurred, the Company will take disciplinary action, up to and including termination, against those who engaged in the misconduct. The Company will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of whatever action(s) the Company takes to resolve and remedy the situation.

#### **Section 4:**

##### **Anti-Harassment & Sexual Harassment Policy**

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It is the policy of Professional Labor Support to maintain a working environment free from all forms of harassment and to provide a method for insuring that harassment does not occur at any of the Company's locations and job sites. The Company is committed to protecting employees from such harassment whether from other employees or non-employees such as vendors, clients, or subcontractors. No form of harassment will be tolerated. Whenever an employee feels they have been harassed, the Employee should contact their immediate supervisor or contact the Human Resources Director immediately and their complaint will receive prompt consideration without fear of negative consequences. All complaints of harassment will be promptly and confidentially investigated, and the appropriate disciplinary action taken.

Sexual harassment as defined by 29 CFE 1604.11 states: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." Any employee who commits a wrongful act of sexual harassment will be subjected to disciplinary action up to and including termination. It is the policy of this Company to actively investigate any alleged incidence of sexual harassment. Any allegation or complaint will be held in strictest confidence. Any employee who believes that they have been a victim of sexual harassment should make these complaints known without fear of any retaliatory action by any employee or officer of this Company.

This Company certifies that it does not maintain or provide for its employees any segregated facility at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Any person who believes Professional Labor Support has violated its nondiscrimination or affirmative action obligations under the acts and orders referenced in this statement, or believes he or she has been a victim of sexual harassment should contact CORY BURFIELD, Director of Human Resources, Officer of PROFESSIONAL LABOR SUPPORT by telephone 317-865-7757 or write to him at 50 South Park Blvd. Greenwood IN. 46143

We submit the above plan to comply with the Civil Rights Act of 1964, as amended, the Federal Highway Act of 1968, the Executive Order #11246 and #11375, the Rehabilitation Act of 1973, as amended, the Disabled Veterans and Vietnam Era Veterans Readjustment Act of 1974, as amended, the Indiana Civil Rights Act and other Federal and State Laws and regulations pertaining to equality of Opportunities and Affirmative Action policies.

#### **Section 5:**

##### **Employment at Will**

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Professional Labor Support is an "at-will" company, which means that:

- Employment can be terminated by you or the Company at any time and for any legal reason with or without cause.
- There are no agreements regarding the terms, conditions, or length of employment (and no Professional Labor Support representative is allowed to enter into an agreement unless authorized in writing by Professional Labor Support's Board of Directors).

You were hired for a specific assignment. Accordingly, employment should be regarded as temporary. When that assignment ends and as needs dictate, you may be offered another assignment on a different project. Employment is at the will of both parties and continued employment depends on many factors such as, but without limitation to, the ability of the Company to provide additional work and your skills, flexibility in work assignments, past work performance, and ability to travel.

## **Section 6:**

### **Compensation**

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#### **Workday**

Professional Labor Support establishes the time and duration of working hours to meet the workload and production flow of our customers and the efficient management of personnel resources, while ensuring we adhere to all applicable laws and regulations.

Employees working hours are determined by their supervisor. The supervisor will inform Employees of their daily schedule, including meal and break times, and of any changes deemed appropriate or desirable by the Company. Employees are compensated for attendance at lectures, meetings, and training programs when attendance is made mandatory.

#### **Workweek**

The workweek begins at 12:01 am Monday and ends on the following Sunday at 12:00 midnight.

#### **Payday**

Paydays are set up for Friday of each week. Professional Labor Support provides pay stubs via your employee portal on the Pipeline. All payroll is direct deposited either into your bank account or into your provided Global Cash Card account.

Time Cards are due by Monday at 8am to ensure payroll is submitted for the previous week. All timecards will be sent to: [timecard@pls.co](mailto:timecard@pls.co)

#### **Rest and Meal Periods**

If required by a state law, a paid rest period occurs between the start of the shift and meal period; then again between the meal period and end of the shift unless designated otherwise by the supervisor or customer. Rest periods are considered as time worked if required by state law. Meal periods of 30 minutes or longer as dictated by customers or local law are non-working time, and are unpaid.

An unpaid meal period occurs midway through the shift, unless designated otherwise by the supervisor or customer.

#### **Direct Deposit**

All Employees are required to enroll in direct deposit. Direct deposit is the most efficient, reliable way for you and the Company to ensure that you receive, and have immediate access to your weekly paycheck each payday, regardless of where you work or how many times you change work locations. Direct deposit not only gives you the peace of mind that your money will be deposited on Friday pay day, but you can also select to break down your pay between multiple accounts making your financial management easier and at no cost to you.

To enroll in direct deposit, you will need to complete a direct deposit form and provide a voided check or deposit ticket to ensure your banking information is set up properly. You can change your direct deposit at any time by completing a form in your employee portal. If you wish to change your bank account, make sure you keep the old account open until your direct deposit amount appears in the new bank account.

PLEASE NOTE: If you return to Professional Labor Support from layoff or termination, your direct deposit agreement will still be effective unless you make other arrangements. If you changed bank accounts in between, make sure to provide us with the new information upon hire. If in doubt, complete a new direct deposit and exemption worksheet.

#### **Show-up Pay**

Show-up Pay will be per the local state's rules.

Employees will not be paid if work is canceled and they are notified by the Company prior to leaving for work.

#### **Overtime**

When asked, non-exempt or hourly Employees may be required to work overtime as long as the selection of Employees is made in a nondiscriminatory manner. Overtime hours will be paid per the following conditions: Pay at time and a half overtime is paid at 1-1/2 times your hourly rate for the hours worked in excess of 40 regular hours worked within a work week with exception made for State Laws or specific customer contract. Non worked hours such as paid vacation hours are not included in hours worked and do not count towards overtime hours paid.

### **Per Diem**

Per Diem payments are dependent on the contract terms for each specific customer and location, but in most cases these guidelines apply:

An Employee's home zip code is defined as the zip code of their primary residence. Employees must provide adequate documentation. Documented proof of home address bearing employee's name, and matching address on driver's license, examples of which are listed below:

- Utility bills (water, electricity, etc.)
- Mortgage documentation
- Real estate tax bill
- Apartment rental statement
- Personal Property Tax Statement
- Home/Rental Insurance

For Employees regularly assigned to Projects, per diem is typically paid if the Employee is required to be present at a location (office, jobsite, or training facility) that is more than 60 miles from their home residence, if a customer does not have policies around the payment of per diem. Professional Labor Support uses [www.googlemaps.com](http://www.googlemaps.com) to determine the miles (rounded to the nearest whole mile).

Per diem is paid to Employees only at the discretion of the Company, and typically, only when reimbursable by the customer. Receiving per diem pay in the past does not entitle an Employee to future per diem pay.

Per Diem is paid once a week on the regularly established payday as a non-taxable line item on their pay check. For Employees that are beginning work at a jobsite, their per diem will be paid at the end of their first week on the jobsite.

### **These additional guidelines apply to Per Diem payment:**

- In most situations, Employees will receive per diem pay for days worked.
- In some situations, Employees will receive per diem pay for seven days per week, even when they work less than seven days. However, when the terms of the contract specify otherwise or when other circumstances dictate, Employees may receive per diem pay only for the days on which they work.
- An Employee will not receive per diem pay for their non-working days (i.e. weekend) if they do not successfully complete their shift on the day prior to and the day following the non-working days. For example, if an Employee is scheduled to work Monday through Saturday and is scheduled to receive per diem pay for Sunday (a non-working day), but they fail to complete their shift on either the prior Saturday or the following Monday, they will not receive per diem pay for Sunday.
- As stated above, for Employees regularly assigned to Projects, per diem is typically paid if the Employee is required to be present at a location (office, jobsite, or training facility) that is more than 60 miles from their home residence. If the location is 60 miles from their home residence or less, they are not entitled to per diem pay.
- If Employees fail to start work on their scheduled day, any Per Diem pay to which they were previously entitled on this job (i.e. safety training, orientation) will be forfeited.
- When assigned to work at a jobsite on any given day, Employees must successfully complete a minimum of 4 hours of work in order to be eligible for Per Diem pay. This rule does not apply on the first or last day of an Employee's job assignment period.
- The Company reserves the option, in certain circumstances, to pay actual lodging expenses plus per diem of \$35 per day, in lieu of the standard per diem amount.
- On projects lasting more than a year in duration, per Federal law, per diem will be taxable.



### Travel Reimbursement

Travel reimbursement is paid to Employees at the discretion of the Company, and typically, only when reimbursable by the customer. Receiving such pay in the past does not automatically entitle an Employee to future travel pay. Travel reimbursement is highly dependent on the contract terms for each specific customer and location, but in most cases these guidelines apply:

- For Employees regularly assigned to Projects, travel reimbursement is typically paid if the Employee is required to be present at a location (the office, jobsite, or training facility) that is more than 60 miles from their “home residence” Professional Labor Support uses [www.googlemaps.com](http://www.googlemaps.com) to determine the miles (rounded to the nearest whole mile).
- Travel costs will be reimbursed as follows in the absence of set rules by the customer. The rate per mile will be reimbursed at the current IRS rate for the distance between an Employee’s home zip code and the jobsite zip code.
- Travel is reimbursed for travel to the jobsite and from the jobsite. If the contractual agreement between the customer and company does not specify an amount, travel pay for mobilization and demobilization will be capped at no more than \$500, each way. Travel amounts may be more and may be less depending on the contractual terms and conditions with the customer.
- Typically travel reimbursement payments are made on the first payday that occurs after Employees report for work at the jobsite as a non-taxable line item on their paycheck.
- Travel reimbursement is paid solely at the discretion of the Project Manager. In general, we will follow these guidelines, but the final decision rests with the Project Manager.
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Employees may forfeit travel pay for the reasons listed below. Travel owed back to the Company may be deducted from the final paycheck.

Situation	Travel Pay
Failure to report for work on scheduled day	Lose travel ‘in’ pay
Fail drug test	Lose travel ‘in’ and travel ‘out’ pay
Employee quits	Lose travel ‘in’ and travel ‘out’ pay
Employee is fired	Lose travel in and travel out pay
Employee is released for poor quality work	Lose travel out pay

### Section 7:

#### Paid Time Off (PTO)

Field Pro’s begin to accrue PTO benefits from their first day worked. Field Pro’s earn 40 hours of PTO for each 2000 hours worked. Having worked 2000 to 9999 hours, the maximum PTO hours a Field Pro can earn and bank for use is 80 hours. Upon reaching 80 hours the accrual will cease until PTO is used. Upon reaching 10000 total hours, Pro’s will be allotted 80 hours of PTO and will be able to bank up to 160 hours of PTO. PTO will be paid at the Pro’s base hourly rate. Should they currently be making more or less this will revert to the base wage for the purpose of PTO pay.

PTO must be taken in increments of at least one full day (8 hours).

Field Pro’s that are on a leave of absence, laid off, terminated or separated from employment with PLS for more than 90 days(90) will lose all accrued hours toward PTO.

PTO will not be paid out at the time of termination or separation.

#### Completion of Request for Time Off

Any Field Pro shall completely fill out a Request for Paid Time off Sheet and submit it to their Project Manager with a minimum of two weeks notice.

The manager will grant and or deny the request and communicate this to the requesting Pro.

Field Pro’s must turn in PTO Request using the form on the PLS University, and the PTO form must be approved by their Project Manager,

## **Section 8:**

### **Holiday & Vacation Pay**

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#### **Holiday**

Professional Labor Support designates certain holidays for observance each year and typically, Employees do not work on those days. These days are considered unpaid. The observances are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

## **Section 9:**

### **Leave of Absence**

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#### **Short Term Absence**

A short-term absence is any absence continuing two weeks or less. Absences longer than two weeks must be converted to a leave of absence if employment rights are to be maintained.

An authorized short-term absence may include, but is not limited to, the following:

- Sickness or injury resulting in temporary disability of the Employee
- Death, funeral, or estate settlement in the Employee's immediate family (see Bereavement)
- Jury duty or testifying as a company-subpoenaed witness in a judicial proceeding
- Religious observance required by the Employee's religion

Employees may be granted a leave of absence to attend to personal matters if the Company determines that an extended period away from the job will be in the best interests of the Employee and the Company.

For short-term absences to be considered authorized and eligible for the continuation of health care benefits, Employees must obtain approval for the absence from their supervisor and the Human Resources Department. Employees should give their supervisor as much advance notice of an absence as possible.

Unapproved leaves of absence will be considered abuses of this policy and are grounds for disciplinary action. Review the Employee Conduct section of the Manual.

Authorized days off for short-term **absences** will not be considered in the calculation of weekly overtime compensation. Only hours worked are considered in the calculation of overtime, unless prescribed otherwise by local law or customer contract.

The Company may require an Employee to submit to a medical examination to verify a claimed sickness or injury. If this examination establishes that the Employee is not suffering from the claimed illness or injury, the Employee will be subject to disciplinary action, up to and including termination, and if absence compensation was granted, it will be stopped immediately.

#### **Jury or Witness Duty**

Any Employees who are summoned to jury or witness duty must request absence to serve as soon as notice from the court is received. Employees summoned for jury or witness duty will be excused from work for the duration of such duty.

During jury or witness duty, on workdays for which appearance in court for jury or witness duty is not required by the court, the Employee must report for work unless excused by the Company. Upon release from jury or witness duty, the Employee must report for work on his or her next regularly scheduled workday.

Employees will be required to provide written verification from the court clerk of having served. When an Employee desires to continue working during jury or witness duty, at the request of the Employee an alternative work schedule may be provided for the Employee by the Company at its discretion.

#### **Leave of Absences**

##### **Family Medical Leave Act (FMLA)**

The Company will comply with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993. This section outlines the requirements of the FMLA, including the rights and obligations of Employees, notification requirements, and the Company's obligations.

## **Employees Eligibility**

The FLMA defines eligible Employees as Employees who meet the following requirements:  
Have worked for the Company for at least 12 months with 1,250 hours of service in the preceding 12 months.  
Work at or report to a work site that has 50 or more Employees or is within 75 miles of work sites that have a combined total of 50 or more Employees.

## **Leave Eligibility**

Eligible Employees may take a leave for the following reasons:

- To care for the Employee's child upon birth or to care for a child upon the child's placement with the Employee for adoption or foster care.
- To care for a parent, spouse, or child with a serious health condition.
- When the Employee is unable to work due to Employee's own serious health condition.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty
- Military caregiver leave to care for an injured or ill service member or veteran.

## **Definitions**

- Serious health condition — According to the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
- Inpatient care (that is, an overnight stay), including any period of incapacity or any subsequent treatment in connection with the inpatient care.
- Continuing treatment by a health care provider-For more information on what is considered "continuing treatment," contact the Human Resources Department.
- Birth, adoption, or foster care of children — FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. Spouses employed by the same employer are jointly entitled to a combined leave of 12 workweeks for the birth or placement of a child for adoption or foster care to care for a newly placed child.
- Intermittent or reduced work schedule leave — In certain circumstances, eligible Employees may take FMLA leave intermittently (in blocks of time) or by reducing their work schedule. If the FMLA leave is to care for a child after the birth or placement for adoption or foster care, Employees may take their FMLA leave intermittently or on a reduced work schedule only with the company's permission. If the FMLA leave is PLScuse of the Employee's serious illness or to care for a seriously ill family member, the Employees may take the leave intermittently or on a reduced work schedule if it is medically necessary.
- Son or daughter is defined as a biological, adopted, or foster child, stepchild or legal ward or a child of a person whose day-to-day responsibilities are to care for and financially support the child. The child must be under 18 years of age or incapable of self-care PLScuse of a mental or physical disability.

## **Notice and Certification**

Employees who want to take FMLA leave must provide the Company at least 30 days of notice of the need for leave if the need for leave is foreseeable.

If an Employee's need is not foreseeable, the Employee should give as much notice as is practicable. When leave is needed to care for an immediate family member or for the Employee's own illness and is for planned medical treatment, the Employee must try to schedule treatment in order to prevent disruptions of the company's operations. The Company may delay leave to Employees who do not provide proper advance notice of the foreseeable need for leave.

Employees who need leave for theirs or a family member's serious health condition must provide medical certification from a health care provider. The Company may also require a second or third opinion (at the company's expense), periodic recertification's of the serious health condition, and, when the leave is a result of the Employee's own serious health condition, a fitness for duty report to return to work. The Company may delay approval of leave while waiting for proper medical certification

## **Benefits During FMLA Leave**

Employees taking leave under the FLMA are entitled to maintain their health benefits during the leave at the

same level and terms of coverage as if they had been working throughout the leave. Employees remain responsible for their share of the premium to maintain these benefits while on leave. If an Employee chooses not to return to work from FMLA leave, the Company may be entitled to recover premiums it paid to maintain health coverage during the leave.

The Employee's use of FMLA leave will not result in the loss of any employment benefit that accrued before the start of the Employee's leave.

The Company will attempt to reinstate an Employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an Employee on FMLA leave does not have a greater right to reinstatement or to other benefits and conditions of employment than if the Employees had been continuously employed during the FMLA leave period.

### **National Defense Authorization Act (NDAA)**

The Company will also comply with Section 585(a) of the National Defense Authorization Act for FY 2008 (NDAA), amending the FMLA:

#### **Active family duty leave**

Employees are entitled to take 12 weeks of leave in a rolling 12 month period under the FMLA for a "qualifying exigency" arising out of an Employee's spouse or child's service in active duty in the Armed Forces or call to active duty in the Armed Forces in support of a contingency plan. "Qualifying exigencies" may include such things as making arrangements for childcare, making financial and legal arrangements, attending counseling relating to the active duty of the service member, or attending to farewell or arrival arrangements for the service member. FMLA leave due to a "Qualifying Exigency" related to military leave is limited to 12 workweeks and runs concurrently with other types of FMLA leave.

#### **Injured Service Member Leave**

Employees may take up to 26 work weeks of leave during a single 12- month period to care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered service member" and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating. A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Leave to care for an injured or ill covered service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

#### **Military Leave of Absence**

Employees may be granted a military leave of absence as a result of being inducted or recalled to active duty in the Armed Forces of the United States.

Employees who perform and return from military service in the Armed Forces, the Military Reserves, or the National Guard retain their rights to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as required by applicable federal or state law.

#### **Other Provisions**

The request for a leave of absence or any extension of a leave must be submitted in writing to the Employees supervisor 30 days before the leave period will begin, or as soon as practicable. The supervisor will consult with the human resources department regarding the request and its approval or denial.

- All Employees on approved leave must report any change of status in their need for a leave or their intention or return to work to their supervisor. The supervisor must notify the human resources department of the status change immediately for benefits purposes.
- Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military service.

- If an Employee fails to return to work at the conclusion of an approved leave of absence, including any extension of such leave, the Employee will be considered to have voluntarily terminated employment with the Company.

You will have the option to continue coverage under COBRA. Conversion information will be mailed to you. You may be eligible for state unemployment benefits. Consult with your local state agency.

### **Resignation**

If you terminate employment with or without notice or repeatedly refuse work assignments you will be considered resigned.

### **Involuntary Termination (Discharged)**

If your performance and attendance is unsatisfactory or you willfully violate a company policy or procedure, you will be discharged.

## **Section 10:**

### **Employee Benefits**

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At Professional Labor Support, we believe that our Employees are our most valuable asset. Our commitment to safety, the service we provide to our customers, and our leading position in our industry all begin with our Employees. This is why it is so important to us that we lead our industry in our employment practices, and why we provide a competitive benefits package. By providing what we believe is the best benefits package in our industry, we are positioned to attract and retain the best Employees in our industry.

We know that benefits play an important role in your choice of an employer. That is why we work hard to provide a benefits package that will meet the needs of our Employees and their families. Our benefits program represents a large investment by Professional Labor Support in the health and welfare of our Employees. By investing in you, we know that you will, in return, invest in Professional Labor Support through your hard work and dedication. Employees are eligible for benefits once they complete their eligibility period.

### **Benefit Eligibility**

Field Pro's and their eligible dependents are eligible for group medical, dental, and vision insurance on the 61st day of employment.

A benefits packet will be provided to the employee prior to the eligibility date. Enrollment application forms must be completed on your Employee Portal prior to the eligibility date or as designed by Human Resources. Each employee is obligated to contribute the premium amount based on the desired coverage.

### **Medical Benefits**

Professional Labor Support's Preventive Care expenses are paid 100% with no deductible. Participants are encouraged to use Network Medical Providers to minimize their medical expenses.

### **Dental Benefits**

Professional Labor Support's Plan provider covers a wide range of dental procedures, including preventive and diagnostic services, basic (restorative) services, and major (restorative) services.

### **Vision Benefits**

Professional Labor Supports' Plan provider provides a vision discount plan that enable Employees to receive personalized care in addition to discounts on many other corrective vision expenses.

### **Benefits Enrollment**

You can elect benefits based upon your eligibility either upon hire, once reaching the eligibility milestone, during Open Enrollment each year or if you have a qualifying event. You have 30 days from the qualifying event date to complete a benefits enrollment form to change your coverage. The following is a list of qualifying events:

- Marriage, birth, adoption of a child;
- Divorce, legal separation (court authorization), death;
- Spouse or dependent change in eligibility (loss of coverage, significant increase in outside insurance, student eligibility, etc.)
- Change in employment status (termination, reduction/increase of work hours, medical leave, military

leave).

#### **401K**

Professional Labor Support believes it is important for Employees to have a plan for retirement. Employees who are at least 20.5 years old may elect to participate in Professional Labor Support's 401k Plan monthly. Professional Labor Support will send Employees an enrollment packet upon eligibility. A selection of diverse funds is available for investment to meet the unique needs of Employees, and the program is administered by Country Financial.

#### **Section 11:**

### **ACCESS TO EMPLOYEE MEDICAL AND EXPOSURE RECORDS**

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- **Purpose**

The purpose of this procedure is to insure right of access to relevant exposure and medical records to employees and/or their designated representatives. This section applies to all employee exposure and medical record, and analysis thereof, made or maintained in any manner, including on an in-house or contractual (e.g., fee-for-service) basis.

Trade secret information disclosure must follow requirements as stated in 29 CFR 1910.1020 (f) (4-8).

- **Responsibilities**

**Professional Labor Support Safety Manager**

- Develop local medical records practices for all worksites in accordance with this procedure and ensures employees are aware of the requirements of this procedure.

**Project Manager**

- Responsible for the implementation and maintenance of the medical records procedure for their facility and ensuring all assets are made available for compliance with the procedure

**Employees**

- All shall be familiar with this procedure and have access to their records.

Medical records will be kept in a confidential file and maintained by the Safety Manager and HR Director.

- **Definitions**

- **Access**- the right and opportunity to examine and copy.
- **Analysis of exposure or medical records** - any compilation of data, and research, or other studies based, at least in part, on information collected from individual employee exposure or medical records or other sources including information from health insurance claim forms provided that either the analysis must have been reported to the employer or no further work is being done by the person responsible for preparing the analysis.
- **Designated representative** - any individual or organization to which an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records.
- **Employee exposure records**- could include any of the types of information listed below:
  - Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;
  - Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair,

fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;

- Material safety data sheets indicating that the material may pose a hazard to human health; or In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.
- **Employee medical records-** records that concern the health status of an employee and are made or maintained by a physician, nurse, or health care personnel or technician.

NOTE: The following will **not** be considered a medical record:

- Physical specimens, such as blood or urine samples, which are routinely discarded.
- Health insurance claims, accident investigation reports and other non-medical correspondence if maintained separately from the medical file.
- The record of any voluntary employee assistance program (alcohol, drug, etc.) if maintained separately.
- Records created solely in preparation for litigation which are privileged from discovery under applicable rules of procedure or evidence.
- **Specific Written Consent-** a written authorization using and containing the following:
  - The name and signature of the employee authorizing the release of medical information.
  - The date of the written authorization.
  - The name of the individual or organization that is authorized to release the medical information.
  - The name of the designated representative (individual or organization) that is authorized to receive the released information.
  - A general description of the medical information that is authorized to be released.
  - A general description of the purpose for release of the medical information.
  - A date or condition upon which the written authorization will expire (if less than one year).
- **Toxic substance or harmful physical agent** - any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, etc.) which:
  - Is regulated under federal law or rule due to a hazard to health.
  - Is listed in the National Institute of Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS).
  - Shows positive evidence of acute or chronic health hazard in human, animal or other biological test by or known to the employer.
  - Has a Material Safety Data Sheet indicating that the substance may pose hazard to human health.

- Procedure
  - The Safety Department will maintain applicable medical and exposure records for all employees. All requests to access medical and exposure records and analysis based on those records must be submitted to using the forms provided for that purpose.
  - Access to records will be provided in a reasonable time, place and manner. If access to records cannot reasonably be provided within fifteen (15) working days, Professional Labor Support shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.
  - Personal identifiers (name, address, social security number, payroll number, etc.) are removed from records before access is granted. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers are removed before access is provided.
  - Professional Labor Support, upon request, will assure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records.
  - Any designated representative must have the employee's written permission for access to exposure records and analyses.
  - Copies of medical records are provided at no cost to employees. Any review of medical or exposure records by an employee shall be done on his or her own time, outside of normal working hours, at a time mutually agreeable to the parties. The review will be conducted in person with the individual requesting access to the records.
  - The employee is entitled access to his or her medical records except when a physician representing Professional Labor Support determines that this knowledge would be detrimental to the employee's health as in such cases of terminal illness or psychological conditions. However, if the employee provides a designated representative with specific written consent, access to medical records will be provided even if the physician has denied the employee access to the records, knowing that the designated representative will give the information to the employee.
  - The authorized physician, nurse or other responsible health care personnel maintaining employee's medical records may delete the identity of anyone who has provided confidential information concerning the employee's health status but cannot withhold the information itself.
  - When an analysis of medical records identifies the employee, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.
  - Employees and their designated representatives will be permitted upon request access to past and present exposure data to toxic substances or harmful physical agents.
  - Copies of exposure records of other employees with past or present job duties or working conditions like or similar to those of the employee will also be provided upon request.



- Any employee or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the employee is being assigned or transferred.
- Record Keeping
  - Medical records must be preserved and retained for the duration of employment plus 30 years.
  - Employee exposure records must be retained for 30 years.
  - Whenever Professional Labor Support ceases to do business, it shall transfer all records subject to this section to the successor employer. Whenever Professional Labor Support either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, Professional Labor Support shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard.
  - Employees are informed of the provision of recordkeeping upon initial assignment and annually thereafter. Upon an employee's first entering into employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability and the person responsible for maintaining and providing access to records and each employee's rights of access to these records.
  - The Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020) will be readily available for review by employees upon request.

## **Section 12: Confidentiality and Discoveries / Inventions**

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Professional Labor Support's policy is that the internal business affairs of the organization, particularly confidential information and trade secrets, represent proprietary assets that each Employee has a continuing obligation to protect.

Information designated as confidential must not be discussed with anyone outside the organization and may only be discussed within the organization on a "need to know" basis. In addition, Employees must avoid unnecessary disclosure of non-confidential internal information about the Company, its customers, and its suppliers. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert Employees to use discretion to safeguard internal company affairs.

All media inquiries and other general inquiries must be referred to the C.E.O. or President. All press releases, publications, speeches, or other official declarations must be approved in advance by the C.E.O. or President. Inquiries seeking information concerning current or former Employees must be referred to the Human Resources Department.

### **Confidentiality**

In the course of their employment, Employees may have access to confidential, proprietary information and various trade secrets including, but not limited to, potential investors, Employee's compensation schedules, and methods of doing business (collectively, "proprietary information"). Proprietary information is a valuable and unique asset, and the disclosure of this information could cause injury and loss of profits and goodwill to the company.

Employees must preserve and protect the proprietary information as an essential part of their duties of employment, and will not, either directly or indirectly, except as may be required during the course of employment by the company, use, disclose, or disseminate to any other person or entity, or otherwise employ, any proprietary information.

## **Section : 13 Jobsite & Office Rules**

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### **Overview**

Professional Labor Support expects you to share in our commitment to excellence. We need you to demonstrate

the same high standards of ethical conduct in all your dealings with co-workers, customers, vendors, the public and others - no matter what position you hold. You are expected to follow certain job site rules. These are not intended to be all-inclusive, but represent an overview.

### **Solicitation/Distribution**

Persons not employed by the Company are not permitted to solicit on behalf of any cause or organization at any time on company property or work area. The EXCEPTION to this policy would be any acts that would be deemed permissible under the National Labor Relations Act.

- Company Employees are not permitted to solicit on behalf of any cause or organization during working time or in work areas during working time.
- Working time is defined as all hours of work exclusive of authorized break or rest periods and other authorized nonworking periods. The sole exception to this policy would be an annual charitable solicitation pre-approved by site
- Any non-Employee found violating this Solicitation policy will be removed from company property and work areas. Any Employee found violating this policy will be subject to discipline, up to and including termination.

### **Attendance and Punctuality Procedures**

#### **Attendance Policy**

As an Employee, you are valued by Professional Labor Support and it is expected that every Employee will be at their work location on time and ready to work, in order to meet the expectation of our customers. For your benefit, Professional Labor Support adheres to the following attendance policy:

- Employees who are absent from work for two consecutive days without giving proper notice to the Company may be considered will be considered “no call, no show” and may be terminated their employment.
- Hourly Field Pro’s must obtain permission from their supervisor to leave the company premises during working hours. Meal breaks are not considered working hours, and Employees are relieved from their duties, without pay, for the duration of the meal break and may leave company premises, as long as they return to their workstation after the meal break is over. Employees may not be allowed to leave work sites during meal breaks unless approved by company supervisor and the customer.

#### **Call-In procedures**

Each Field Pro must follow their site’s call in procedure, thirty (30) minutes prior to the start of shift whenever they are unable to report to work or are going to be late. The notification **MUST** be made by the Field Pro only and include a reason for the absence or tardiness and an indication of when the Field Pro can be expected to report for work.

Many sites have recorded call in numbers. When calling, Employees must clearly state their name, the reason for absents or tardiness and the expected return date. Failure to follow these instructions will result in a No-call/No-show.

### **Section 14:**

#### **Safety**

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#### **Discipline Policy**

It is the policy of Professional Labor Support to provide a safe and healthful place of employment for all employees by abiding by all regulations as they pertain to our industry. PLS will enforce this policy and its provisions. Willful disregard of this policy will subject an employee to immediate disciplinary action.

**VIOLATIONS OF THE SAFETY REGULATIONS WILL RESULT IN DISCIPLINARY ACTION AS FOLLOWS:**

NOTE: PLS is an “at will” employer and as such we retain the right to terminate employees, for Safety violations, without enacting this Behavior Modification Procedure.

**General Offenses-Action that has a direct relationship to workplace safety and health where exposure is not likely to cause death, serious physical harm, or major equipment damage.**

- |                   |   |
|-------------------|---|
| First Violation:  | Minimum documented verbal warning – to include training on issue                            |
| Second Violation: | Minimum (3) day suspension without pay – to include training on issue and a written warning |
| Third Violation:  | Immediate Termination without eligibility for rehire for a minimum of 12 months.            |

**Examples of General Offenses but not limited to:**

- Failure to utilize proper personal protective equipment
- Failure to report offsite Injuries
- Lack of Planning
- Not Turning In JSA
- Demolition work without prior permission

**Serious Offenses-A violation which involves a substantial probability that death, serious physical harm, major equipment damage, or work stoppage could result.**

- |                   |  |
|-------------------|--|
| First Violation:  | Immediate Termination- not eligible for rehire for a minimum of 12 months. |
| Second Violation: | Permanent Termination with no eligibility for rehire.                      |

**Examples of Serious Offenses but not limited to:**

- Failure to use fall protection properly
- Failure to utilize the lock out/tag out procedure
- Working off ladders
- Failure to utilize proper respiratory protection
- Performing electrical hot work
- Utilizing any type of equipment without proper training
- Immediate danger to life and health situations
- Horseplay of any kind
- Failure to report injuries, per policy
- Blatant disregard of Safety Policy
- Walking Steel
- Fighting

**Written Warning Distribution Procedure**

A copy of all warnings shall be forwarded to the Safety Director, Project Manager, and HR Director. The warning will be maintained in the personnel file maintained by the HR Director. Written warnings shall be documented.

The above warning system applies to field personnel on a per project basis. Violations by Professional Labor Support Field Management personnel will become part of their permanent employment record.

## Section 15:

### General Safety Rules to Follow

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- All posted safety rules must be followed. (i.e. hearing protection required beyond this point, confined space entry by permit only, etc.).
- Always wear your hard hat (Operators are required to wear a hard hat outside of their machine).
- Always wear your safety glasses or side shields.
- Dress properly: long pants, shirts with at least 4" sleeves, gloves, and leather boots - no loose clothing or jewelry.
- When grinding, chipping, or using cut-off saws, you must wear safety goggles and face shields.
- Stay out from under overhead loads and be aware of your surroundings.
- Only authorized operators are permitted to run heavy equipment.
- Absolutely no passengers are allowed on heavy equipment. Riding material hoists and other equipment is prohibited except on the seats provided. (Oilers cannot be on equipment while it is in operation.)
- Practice good housekeeping and keep the work area free from debris. Additionally do not leave materials in aisles, walkways, stairways, roads or other points of access/egress.
- A fire extinguisher will be located wherever there are torching or welding operations. Also, a 20# fire extinguisher will be located near stored flammables and combustibles (no closer than 25' and no further than 75' away).
- All compressed gas cylinders shall be secured in an upright position while in use or in storage. Oxygen shall be stored separately from Acetylene by at least 20' or separated by an approved barrier. Empties shall be placed separate from partial or full cylinders. When using torches, check the backflash preventer and inspect the hoses for damage prior to each use.
- Report defective tools/equipment to your supervisor immediately.
- Gasoline must be stored and transported in authorized cans only. Gas powered engines must be shut off during the refueling process and no smoking anywhere near flammable liquids.
- Only authorized personnel shall be allowed to be in a permitted confined space.
- Use of respirators is not allowed without supervisor approval. Proper notification must be given to the Safety Department for each instance. Lack of notification can result in disciplinary action.
- Never operate any piece of equipment or tool unless all guards and safety devices are in place and in proper operating condition. Do not modify or disable any guards or safety devices from functioning properly.

- Employees must not work underneath of or over the top of others without first notifying them. Prior to commencing work, coordinate and implement safeguards or precautions.
- If you see someone endangering themselves and/or the workers around them, you must inform your supervisor immediately.
- Comply at all times with all known federal, state, and local safety laws, and employer regulations and policies.
- An individual shall not lift any object weighing over fifty (50) pounds without the assistance of another individual, mechanical means or an approved variance. Use good judgment on each lift. Good form will help prevent injury. If you are unable to lift an object, or the object is bulky, use equipment or a buddy to move the material. Lifting objects weighing fifty (50) to ninety-nine (99) pounds shall require two individuals, or mechanical means. Lifting objects greater than one hundred (100) pounds shall require mechanical lifting means only. Equipment should have weights and stickers informing of this requirement.
- Professional Labor Support will provide you with the required personal protective equipment, fall arrest equipment, and other safety related items. In the new hire packet, review the Personal Protective Equipment Condition of Employment Agreement (Signature Required).

### **Hazard Communication / SDS Safety Data Sheet**

- You have the right to know the dangers of the chemicals you are working with.
- If you require a SDS please speak to the PLS Safety Director or the on-site Supervisor to request a copy.

### **Emergency Procedures (Fire, Accident, Tornado)**

- To alert personnel of an emergency we have placed small horns in each fire cabinet. Simply press once for fire, twice for a severe accident, and three times to indicate a tornado. Easy way to remember F.A.T. (Fire, Accident, Tornado: 1,2,3).
- There are fire extinguishers located around the site. They are located in Red Boxes outside of buildings on the site. There should also be a fire extinguisher inside the office trailer with appropriate signage.
- When using a fire extinguisher, use the PASS technique. **P**ull the Pin, **A**im the Nozzle, **S**queeze the Trigger, **S**weep at the base of the Fire. Attempt to extinguish or control a fire, but do not risk injury to yourself.
- In the event of a tornado, proceed to a safe location. Stay clear from windows and other objects that could fall on you and hurt you. If there is any question about shelter discuss with your immediate supervisor. Also, be sure to know the gathering point after such an event. Do not leave the jobsite without reporting in at the gathering point.
- In the event of an accident you must report it to your supervisor so prompt action can be taken.
- Owner's specific emergency procedures and additional training will be administered as required.

## Fall Protection

- Fall Protection must be provided when working under any of the following circumstances:
  - Unguarded walking/working surfaces of 6' or more in height.
  - Excavations - where exposed to a fall hazard of 6' or greater and cannot readily be seen due to obstructions.
- Types of Fall Protection
  - **Guardrail Systems** - Height - 42" (+ or - 3" is acceptable). Mid rails and toeboards shall be a part of the guardrail system. Ends of all top rails and mid rails should not over hang terminal posts. Where protection is needed from objects falling through holes, screening shall be used. If wire rope is used, it shall be flagged at 6' intervals. When guardrails are used around holes which are used as access points (ladder ways), they shall have a gate or be offset so that a person cannot walk directly into the hole.
  - **Hole covers** - Any hole in a walking, working surface 2 inches or greater in any dimension shall have a secured hole cover. Secured means nailed down to avoid removal without express permission from supervision. Covers must be capable of supporting two times the intended weight, i.e. employee or equipment traffic. Covers shall be marked with paint "cover" or "hole."
  - **Scaffolds** – Fall Protection is required at any height when working from a scaffold.
  - **Body harnesses and shock absorbing lanyards.** Body belts are not acceptable as part of a personal fall arrest system. Body harnesses shall be rigged such that an employee can neither free fall more than 6' nor contact any lower level. Lanyards shall be attached in the center of the back. Positioning Devices - Body harness systems shall be rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning. The positioning device shall be rigged such that an employee cannot free fall more than 2'. (Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall). When using vertical lifelines, each employee shall be attached to a separate line.

### Harness and lanyard anchor point/equipment requirements:

- Inspect equipment prior to each use
- Snap hooks shall be a locking type and shall not be engaged:
  - Directly to webbing or connected back on its lanyard
  - To each other
  - To a lead ring to which another snap hook or other connector is attached
  - To any object which is incompatibly shaped in relation to the snap hook
- Shall not be attached to handrails, scaffold brackets or hoists.
- Lanyard attachment to harness shall be located in the center of wearer's back near shoulder level.
- PLS Safety Director shall ensure training is provided for employees who may be exposed to fall hazards. The training will be conducted by a competent person.

## **STAIRWAY & LADDER SAFETY**

- A stairway or ladder shall be provided at all personnel access points where there is a break in elevation of 19" or greater. Otherwise, a ramp, runway, or sloped embankment will be provided.
- Employees shall not use spiral stairways.
- A double cleated ladder or two or more separate ladders shall be provided for access or egress from a working area for 25 or more employees.
- Temporary stairways shall have landings of not less than 30" in length, extend 22" in width, and shall be located at every 12' or less of vertical rise.
- Riser height and tread depth shall be uniform.
- Where doors or gates open directly on a stairway, a platform shall be provided and the swing of the door shall not reduce the width of the platform to less than 20".
- Except during construction of a metal pan stairway, foot traffic is prohibited unless the stairs are filled with wood.
- Before setting a ladder, check the landings for debris and check overhead for obstructions.
- All ladders that are set up in high traffic areas need to be barricaded.
- Don't over extend your reach on a ladder. This will help prevent back strains and ladder tipping. A good rule is to not lean further than your belt buckle.
- Always carry ladders horizontally.
- Do not use ladders with broken, split, or missing rungs, rails, locks, or spreaders. Report damaged ladders to your immediate supervisor for removal from service.
- Make sure you have the right ladder for the job. Length, type, and weight should all be considerations.
- Ladder MUST be used to access and egress from trenches and excavations. Jumping into the trench is not an option. The only instances that a ladder is not necessary are:
  - A ramp is built into the excavation.
  - The slope is too shallow and using a ladder could cause an accident.
  - The trench is less than 4 feet deep (still recommended).
- Any ladder placed above vertical rebar shall require the rebar to be capped off to 3 feet on each side of the ladder. Any impalement hazard shall be eliminated prior to use of the ladder. All rebar shall be capped per OSHA

### **Step Ladders:**

- Don't lean the stepladder, then climb it. Always spread the ladder and secure the metal cross braces in a locked position.
- Do not work off the top of the stepladder - not intended to be a step.

### **Extension Ladders:**

- Set the ladder by laying it flat on the ground with bottom end touching the surface. Walk it up with your hands, one rung at a time. Then pull the bottom of the ladder away from the surface until the proper incline is met.
- The top of the ladder must extend 3 feet above the landing or parapet wall.
- The ladder must be tied off at top.
- The correct incline is 1 foot horizontal for each 4 feet vertical. So, a ladder extended 20 feet should be back horizontally 5 feet.

### **Job built Ladders:**

- All job built ladders are to meet OSHA specs for Job Built Ladders (29 CFR 1926.1053)
- The cleats must have three common nails. Double headed nails are not permitted.
- All extension ladder guidelines apply.

### **Scaffold Safety:**

- Do not climb scaffold unless it has a green inspection tag that indicates that the Professional Labor Support Competent Person has released for use. Green = "available for use," Red = "not available for use."
- Professional Labor Support requires guardrail on any height of scaffolding.
- Ladder access to scaffolds is required. Do not climb the frames.
- Tools must be hoisted up to the scaffold work area.
- Workers cannot ride on rolling scaffolds. The wheels must be locked and remain so while a worker is on the scaffold.
- Before climbing the scaffold, be sure to check that it has solid footing and that there aren't any missing safety pins.
- Work decks must be FULLY PLANKED.
- Never stand on cross bracing to attain additional height.
- Wood planks must be lapped 12 inches over supports or cleated to prevent dislodgment.
- Subcontractors are not permitted to use Professional Labor Support scaffolding without authorization.

### **Material Handling & Rigging:**

- Use good judgment on each lift. Good form will help prevent injury. Use proper lifting technique when lifting materials: Bend at the knees, keeping the back straight. Lift with your legs, not your back. If you are unable to lift an object, or the object is bulky, use equipment or a buddy to move the material.
- Inspect all wire rope and nylon slings prior to each use. Always check the rating on the tag to ensure the rigging is the correct capacity.



- When loads are attached to equipment and traveling, a tagline must be used.
- All employees that are to direct equipment must demonstrate and understand correct hand signals.

**Section 16:**  
**Job Safety Analysis**

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**The Job Safety Analysis or JSA must be turned in with each timecard by Monday at 8 am.**

JSA's have been proven to be one of the top practices for preventing accidents. Filling out your JSA's is a condition of your employment here at PLS and strictly enforced. Safety is the number 1 goal and the JSA's help tremendously with this goal.

JSA's must be filled out before the start of any task or if the task you were previously doing has changed or the conditions have changed. Example; Rain, snow, wind, other people working around you etc. JSA must be readily available in your area at all times, must be completed by the person performing the task, and must be filled out in the work area and handwritten. Remember, we are using these as a way and means to recognize and eliminate hazards in your work sites. Any deviation from this process can/will result in disciplinary action up to immediate termination.

**Section 17:**  
**Accident Reporting ad Procedures**

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**Please inform your immediate supervisor of any injury or accidents as soon as they happen.** Not reporting an injury or accident will result in disciplinary action.

- If an employee gets injured and is treated for the injury, then leaves the job at the end of shift or at their own discretion, then determines that they need after-hour medical attention, it is the responsibility of the employee to notify one of the following persons prior to seeking medical treatment:
  - PLS Safety Director
  - PLS Project Manager
  - PLS HR Director
- The above contact information should be distributed as part of the Safety Orientation and will be distributed in the event of an injury.

**Section : 18**  
**Drug Free Workplace Policy**

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**NOTICE TO EMPLOYEES REGARDING THE FEDERAL DRUG-FREE WORKPLACE ACT**

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“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

“Criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

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“Controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

“Workplace” means a site for the performance of work done in connection with a specific grant or contract of a federal or state agency and any place a Professional Labor Support employee performs work.

- A. Professional Labor Support has contracts with the Federal Government and other State and Local Agencies, therefore, it is covered by the Drug-Free Workplace Act of 1988 and its Final Rule published May 25, 1990. We must certify to the Federal Government and other State and Local Agencies that we will provide a drug-free workplace. This Notice is given in compliance with the requirement.
- B. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in our workplace is prohibited. Controlled substances are those identified in Schedules I through V of Section 202 of the Controlled Substance Act and in Regulation 21 C.F.R. Section 1308.11-15.
- C. Violations of this provision will result in discipline up to and including termination and/or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state or local agency.
- D. Professional Labor Support will establish an ongoing drug-free awareness program designed to inform employees of (a) the dangers of drug abuse in the workplace, (b) Professional Labor Support’s policy of maintaining a drug-free workplace, (c) penalties that may be imposed for drug abuse violations.
- E. If an employee is convicted of violating any criminal drug statute and that violation occurred in the workplace, the employee must notify Professional Labor Support in writing of this fact no later than five (5) calendar days after the conviction.
- F. Within ten (10) days after receiving such notice of the conviction, Professional Labor Support, in turn, must notify the contracting Federal and State and Local Agencies, in writing, of the employee’s conviction. Professional Labor Support’s notice will include the employee’s name and position or title.
- G. If an employee is convicted for a criminal drug statute violation that occurred in the workplace, within thirty (30) calendar days after receiving notice of that fact, Professional Labor Support will take appropriate personnel action against the employee up to and including termination, and/or will require the employee’s satisfactory participation in a drug abuse assistance or rehabilitation program
- H. As a condition of continued employment with Professional Labor Support, employees must abide by the terms of this Notice.
- I. This policy and testing program is also designed to meet the substance abuse testing requirements for employees that operate vehicles that require a Commercial Driver’s License (CDL). All CDL holders are required to be tested in accordance with DOT regulations, 49 CFR Part 40 and 382, as amended. All testing procedures for CDL holders will comply with DOT regulations. (state or federal)

- J. DOT covered employees are considered to be performing a DOT safety-sensitive function when they are performing, ready to perform, or immediately available to perform any of the following functions:
- a. All time spent at a company facility waiting to be dispatched.
  - b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
  - c. All driving time or time spent at the driving controls of a commercial vehicle in operation.
  - d. All time, other than driving, in or upon any commercial motor vehicle except time resting in a sleeper berth.
  - e. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts of shipments loaded and unloaded.
  - f. All time repairing, obtaining assistance, or remaining in attendance upon on a disabled vehicle.

#### **MANDATORY SUBSTANCE ABUSE TESTING POLICY FOR ALL SALARIED AND HOURLY EMPLOYEES**

- It is Professional Labor Support's policy to provide a safe working environment for all employees and to continue the tradition of the highest standards of quality in services. This policy has been established for several reasons. The use of drugs and alcohol lead to unsafe working conditions for workers; the "impaired worker" is a potential hazard to himself and for those working with him. The purpose of the program is to establish and maintain a drug-free, alcohol-free, safe, and healthy work environment for all workers.
- Upon your agreement to participate you will be bound to the conditions and provisions in this policy..
- All employees presenting for a drug and/or alcohol screen must have a valid photo ID.

#### **DRUG AND ALCOHOL TESTING POLICY**

- Professional Labor Support is committed to a drug and alcohol free workplace. Per the Drug-Free Workplace Act of 1998, we must certify to the Federal government and the Indiana Department of Administration that we will provide a drug free workplace.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in our workplace is prohibited. Possession is defined as, "on your person or in your personal vehicle while parked on jobsite property."
- If an employee is convicted of violating any criminal drug statute and that violation occurred in the workplace, the employee must notify PLS any in writing of this fact no later than five (5) calendar days after the conviction. Within ten (10) days after receiving the notice, PLS must notify the contracting federal and/or state agencies in writing of the employee's conviction. The PLS notice will include the employees name and position or title. Within 30 days PLS will take appropriate personnel action against the employee. As a condition of employment, employees must abide by the terms of this notice.

A pre-employment drug screen will be required. A positive test will result in immediate termination.

## 1. GENERAL PROVISIONS

- a. Pursuant to the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited.

Any employee who violates the above rule may be subject to disciplinary action, up to and including termination.

DOT covered employees will not be permitted to perform safety-sensitive functions until a negative test results is reported and DOT rehabilitation requirements have been completed.

- b. Alcohol and other drug dependence are recognized as a serious condition requiring professional treatment. Consequently, any worker who is experiencing problems in their work or personal life due to alcohol and other drug abuse is encouraged to seek professional help.
- c. The most efficient means of reducing the prevalence of substance abuse is through the provision of continuous education. Education and training will be conducted through formal and informal presentations, flyers and other educational materials.
- d. The misuse of any prescription, nonprescription or over-the-counter drug and/or medication is prohibited.
- e. Legally prescribed drugs and/or medications may be permitted on Professional Labor Support premises or workplaces provided the drugs are contained in the original prescription container or provide proof that they are prescribed by a medical practitioner for the current use of the person in possession of the drug and/or medication.
- f. The prescription must be presented at time of drug screen and/or within three (3) days of a non-negative result to the MRO. Failure to do so will be subject to disciplinary action. Professional Labor Support Management may ask to contact the medical practitioner for further information.
- g. An employee using a legally prescribed, nonprescription or over-the-counter drug and/or medication that has warnings about side effects that may affect job performance or that may impair an employee's mental or motor functions so as to affect their ability to perform safely their duties and responsibilities, the employee must report the use of that prescription drug to their supervisor prior to reporting to work. Using or being under the influence of such a drug and/or medication is prohibited where such use may affect their ability to perform their job safely.
  - i. Professional Labor Support reserves the right to determine whether an individual can safely perform their duties and responsibilities while taking the prescription or over-the-counter drugs and/or medications and in some cases may request, the employee obtain, written documentation based on the job description, functional task analysis and workplace environment from their medical provider or prescribing physician that details as to how the medication may impair the Employee's work ability and/or safety.
  - ii. Should there be questions concerning the employee's ability to perform the job safely, the employee could be assigned other work, if, at the sole discretion of management, such duties are appropriate and available or the employee may be terminated.

- h. At the direction of the Professional Labor Support Management any persons found in possession, offering for sale, purchasing or distributing any illegal substance as described in 3.3B.1.a, will be reported to civil authorities.
- i. All employees, for annual and random drug tests, have a maximum of sixty (60) minutes to provide a specimen from time of notification.

If a pre-employment, annual, random and post incident drug, regardless of testing method including alcohol test, initially produces a non-negative result and the specimen is sent to an MRO, the employee will be required to leave the workplace until the MRO investigates and makes a determination. If the MRO deems the specimen to be negative, then the time away from the workplace will be compensated to the employee at the employee's straight time rate. The hours will not exceed eight (8) hours per day or surpass forty (40) hours, regardless of the workplace work hours. For results that are confirmed to be non-negative by the MRO, employees must meet the requirements of Section 3.3D of this policy.

- j. If any employee or subcontractor's employee produces a non-negative result and is not cleared by the MRO, the employee will not be eligible for placement on the original test workplace or any other Professional Labor Support controlled workplace, for Professional Labor Support or its subcontractors or vendors of any tier without proof of meeting the requirements of Section 3.3D of this policy.

## 2. PRE-EMPLOYMENT TESTING

- a. All candidates who have received an offer of employment will be required to participate in a pre-employment drug screen. Candidates and craft workers may be placed on the payroll and may be allowed to work pending receipt of a negative drug test result. Upon receipt of a non-negative result the newly hired employee will be terminated with documentation stating "employee unable to meet pre-hire requirements."
- b. For candidates or craft workers not placed on the payroll and who produce a non-negative test result will not be hired for the open position or be eligible for employment for a period of six (6) months. If after six (6) months from date of the non-negative test result, the candidate successfully produces a negative test result, shows proof of a completed Substance Abuse Program (SAP), the candidate may be considered for any openings that they would be qualified to seek. The candidate may be hired but will be subject to periodic drug testing. The results will be released to the Safety Coordinator or the Human Resources Representative for all pre-employment testing.
- c. Worksites accepting drug program cards, the drug card and test must be current within three (3) months from date of last drug test. Cards are verified through the Safety Director or HR.
- d. For employees that are beyond the three (3) months anniversary date of their drug test/card, a new test will be administered when changing worksites.

### 3. OWNER MANDATED PRE-EMPLOYMENT TESTING

- a. Where pre-employment testing for drug and/or alcohol use is required by an owner in order to perform work on their site, those employees shall be tested in accordance with the owner program. The Owner may have different requirements and therefore employees may be required to be re-tested per the owners' requirements.

### 4. ANNUAL AND RANDOM TESTING

- a. All employees are subject to Professional Labor Support's policy to conduct unscheduled random drug testing (minimum of one (1) time per year or per owner requirement). Employees randomly selected will be required to report for testing. Dates for random selection will not be posted or announced prior to the selection.
- b. DOT covered employees will be subject to the random testing to meet the current FMCSA random rates and will be in a random pool that conducts random selections, at a minimum, on a quarterly basis.

### 5. REASONABLE/PROBABLE CAUSE TESTING

- a. Substance testing may be implemented when there is probable cause. Probable cause shall be defined as those circumstances, based on objective evidence about the worker's conduct in the workplace, which would cause a reasonable person to believe that the worker is demonstrating signs of impairment due to alcohol or drugs. The objective evidence giving rise to probable cause will be observed by at least two individuals, ideally two supervisors. Prior to engaging an employee for probable cause.

## **C. Testing Method**

Unless governed differently by applicable laws, employees will be subject to testing methods described below.

1. All non-negative tests for controlled substances and alcohol will be confirmed with a second reliable testing method. Initial testing for controlled substances will be of the immunoassay type, with all confirmation testing being by gas chromatography/mass spectrometry. Chemicals to be tested are listed in the SAMSHA Drug Screen Table below.
2. Professional Labor Support reserves the right to test covered employees for additional substances including but not limited to substances listed on Schedules I through V of Section 202 of the Controlled Substance Act and in Regulation 21 C.F.R. Section 1308.11-15 (examples include synthetic marijuana and designer stimulants). Initial breath alcohol tests will be screened for .02 or higher. For results .02 or higher a confirmation test is required. Employees will be required to wait 15- 30 minutes to be re-tested. A breath alcohol test result of .04 or higher will be considered non-negative. Breath alcohol test results of .02 - .0399 will be considered negative.
3. DOT covered employees will be required to be removed from duty for twenty four (24) hours, a negative drug and alcohol result is verified and until their next scheduled work period, whichever is longer. Limits for each of the substances will be as shown in the SAMSHA Drug Screen Table below or according to appropriate federal, state and DOT regulations as they are updated periodically.

SAMSHA DRUG SCREEN TABLE

<b>LAB DRUG SCREEN THRESHOLD</b>		
<b>Drug</b>	<b>Screening Level</b>	<b>Confirmation Level</b>
6-monoacetyl morphine (Heroin)	10	10
Amphetamines/ Methamphetamines	500	250
Barbiturates	200	200
Benzodiazepines	200	200
Benzoyllecgonine- Cocaine Metab	150	100
Extended Opiates	300	300
Marijuana Metabolite	50	15
MDMA (Ecstasy)	500	250
Méthadone	300	300
PCP-Phencyclidine	25	25
Propoxyphene	300	300

<b>ALCOHOL (Breath Test)</b>		
<b>Abbreviation</b>	<b>Substance</b>	<b>Cut-off Level</b>
BAC	Alcohol	.04

<b>POCT (Point of Collection Test) INSTANT DRUG SCREEN</b>		
<b>Abr.</b>	<b>Drug</b>	<b>Cut-off Level</b>
AMP	Amphetamine	500
BAR	Barbiturates	300
BZO	Benzodiazepines	300
COC	Cocaine Metababoite	300
MAMP	Methamphetamine	500
MDMA	Ecstasy	500
MOR	Opiates	2000
MTD	Méthadone	300
PCP	Phencyclidine	25
THC	Marijuana Metabolite	50

3. Diluted Drug Test Results

- a. A test result that produces a diluted specimen requires a retest. If the retest also produces a diluted specimen, it will carry the same consequences as a non-negative test result unless a valid medical reason exists.
- b. The collection for another test must be done the morning after the employee has been notified. Instructions shall be given to the employee prior to retesting.
- c. Employee Instruction prior to retesting:
  - i. Consume no fluids after 9:00 PM the night before the test.
  - ii. Limit fluid intake to a minimum the day of the test.
  - iii. It is the employee's responsibility to monitor intake of fluids to prevent another dilute specimen.
- d. If the employee has a medical condition that will cause a dilute specimen, the employee's physician must provide medical information in writing to the MRO for evaluation.
- e. For DOT covered employees, Professional Labor Support will require the driver to be re-tested if they have a diluted specimen and DOT protocol will be followed for the re-test.

4. Invalid Drug Test Results

- a. All specimens will undergo validity testing at the laboratory to identify whether a specimen was tampered with. The employee of a specimen that is confirmed to be adulterated or substituted will be disciplined per this policy. If the specimen is reported as invalid and is issued as a cancelled test, the employee may be required to provide another specimen under direct observation depending on the reason for the cancelled test. The MRO will make the proper recommendation to Professional Labor Support after the MRO review process has been completed.

5. Specimen Collection Problems

- a. All employees will be afforded privacy for the urine collection unless any of the situations listed below occur, and then the donor will be required to submit to an immediate second collection under direct observation.
  - i. The collector observes evidence of an employee's attempt to tamper with a specimen, (e.g., collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen).
  - ii. The temperature on the original specimen was out of range.
  - iii. The original specimen appeared to have been tampered with.
- b. In the case of a "non-negative" test result, the employee shall be so advised by the Medical Review Officer, on a confidential basis, prior to reporting of the results to Professional Labor Support. The employee has the right to discuss and explain the results, including the right to advise medical personnel of any medication prescribed by their own physician, which may have affected the results of the test.
- c. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.
- d. An employee who receives a "non-negative" test result shall have the right to have a portion of the same urine sample tested by an accredited laboratory (DHHS) of their



choice at their expense. The result of the test must be released to Professional Labor Support within a maximum of ten (10) working days after notice of a non-negative test. The employee must have a negative test in order to comply with this Professional Labor Support policy. The employee will be required to re-test and their collection will be done under direct observation following DOT protocol.

## 6. Refusal to Test

- a. Refusing to submit to drug and alcohol tests required by Professional Labor Support will be grounds for refusal to hire employee/applicant(s) and to discipline existing employee(s) covered by this policy. A refusal to test would include, but not limited to, any of the following situations:
  - i. Failing to appear for any test within a reasonable time after being directed to do so.
  - ii. Failing to remain at the testing site until the testing process is completed.
  - iii. Failure to provide a breath, hair, saliva or urine sample as directed.
  - iv. Failure to permit, if the situation requires, the observation or monitoring of providing a urine specimen.
  - v. Failure to provide a breath, hair, saliva or urine specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, they will be directed to be evaluated by a physician of employer's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the DOT regulations and this policy.
  - vi. Failure or decline to take an additional drug test Professional Labor Support or collector has directed you to take.
  - vii. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a "shy bladder" or "insufficient breath" situation.
  - viii. Failure to cooperate with any part of the testing process and/or conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
  - ix. For an observed collection, fail to follow the observer's instructions to raise and lower clothing to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
  - x. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
  - xi. Admit to the collector, MRO or supervisor that you adulterated or substituted the specimen. A report from the MRO that you have a verified adulterated or substituted test result.

## D. Discipline Policy

1. When Professional Labor Support has reasonable cause to believe an employee is under the influence of a prohibited substance or alcohol, for reasons of safety, the employee will be suspended from duty until test results are available.
2. Employees who refuse to cooperate with testing procedures will be terminated and will not be eligible for rehire for a minimum of one (1) year. Employees must show proof of attending a rehabilitation program, have a negative drug test, and be subject to periodic drug testing. Employees that refuse a second (2<sup>nd</sup>) time will be permanently terminated.
3. Employees who test above the allowable measured amount of prohibited substances as indicated in SAMSHA Drug Screen Table of this Policy or as set by project's requirements while on duty will be terminated.
4. It is the intention of Professional Labor Support to comply with state and federal laws. Where state and federal law differ, Professional Labor Support will comply with federal law. For example, some state laws permit the use and possession of marijuana for medical and/or non-medical purposes. Federal law does not. Consistent with federal law, Professional Labor Support considers marijuana to be an illegal drug for purposes of this policy in all states – even those states that allow for medical and/or non-medical use.
5. Offenses
  - a. For first (1<sup>st</sup>) offenses, Professional Labor Support's policy requires that employees who test non-negative will be suspended for thirty (30) days and must seek rehabilitation. Upon suspension completion, the employee will be allowed to re-test and must submit to Professional Labor Support and the testing facility, written documentation from a Substance Abuse Professional (SAP), stating they have successfully completed a rehabilitation program and be subject to periodic drug testing. The cost for re-testing will be at the expense of the employee.
  - b. In the event of a second (2<sup>nd</sup>) offense, the employee will be terminated for a minimum of one (1) year. Employee must show proof of attending a mandated Substance Abuse Professional (SAP), produce a negative drug test, and be subject to periodic drug testing.
  - c. In the event of a third (3<sup>rd</sup>) offense, the employee will be permanently terminated.
  - d. After a five (5) year period, from the date of the most resent offense, assuming no other offenses/events have taken place, employees will be granted one (1) reset period. (I.e. when an employee has their first event and does not have another event for a five (5) year period from the first, then the offenses resets.)
6. Workers refusing to use SAP services following a, first (1<sup>st</sup>) or second (2<sup>nd</sup>) offense, positive test result will be permanently terminated.
7. Any adulteration or switching of urine is a breach of this program, and as such, will result in termination. The employee will not be eligible for rehire for a minimum of one (1) year. In the event of a second (2<sup>nd</sup>) offense, the employee will be permanently terminated.
8. Any terminated employee due to substance abuse, will need to provide documentation of Counseling from an SAP and will be subject to frequent drug testing.

9. All of the above will be implemented and monitored by the Human Resources Manager. Professional Labor Support has given complete authority to the Human Resources Manager to implement the above stated steps. Any questions that may arise should be directed to the Human Resources Manager.
10. The following shall be considered "prohibited conduct" specifically for DOT covered employees:
  - a. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater.
  - b. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
  - c. No employee shall use alcohol while performing safety-sensitive functions.
  - d. No employee shall perform safety-sensitive functions within four (4) hours after using alcohol.
  - e. No employee required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.
  - f. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.
  - g. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the employee that the substance will not adversely affect their ability to safely perform their duties.
  - h. DOT covered employees that engage in prohibited conduct will be immediately removed from safety-sensitive functions and will be subject to discipline as outlined in the section. Rehabilitation including return to duty and follow-up testing will follow minimum DOT requirements if not as stringent as described in this section.

## **E. Confidentiality**

1. The identifying code for a test specimen(s) will be the employee's social security number.
2. A suspected non-negative test result will first be reported to the employee, and secondly to Professional Labor Support, by the Medical Review Officer (MRO). If the MRO is unable to contact an employee within a reasonable amount of time (not to exceed 72 hours) Professional Labor Support will be the only one contacted.

## **G. Conclusion**

1. This program and policy statement is intended to protect our most valuable asset, our employees. The health and safety of all employees and the general public is of utmost concern. The above presented policy will help insure a safe DRUG-FREE WORKPLACE for all.
2. Employees shall read Professional Labor Support's Drug-Free Workplace Policy.