

Portable Breathalyzer Equipment Policy and Operating Guide

The use of Portable Breathalyzer Testing Equipment (PBTE) is an option that the company may choose to utilize when employees request assistance in dealing with ongoing alcohol related issues and wish to retain employment while being treated. This is a discretionary program and may be revoked at any time the Advanced Excavating Specialists Management determines the risk is greater than the benefit or there is a failure to follow the guidelines as prescribed.

- The affected employee shall sign the Last Chance Agreement (LCA) that acknowledges understanding of the expectations related to the PBTE use and conditions of employment.
- The affected employee agrees that he/she is responsible for replacement of the PBTE equipment in the event it is lost, damaged or missing for any reason.
- Testing procedure:
 - a. The employee shall take an initial test at the beginning of work every day whether driving a company vehicle or not.
 - b. Subsequent tests shall be taken every two hours there after until the work shift is completed.
 - c. In addition, the employee may be contacted by an authorized company representative at any time during the work period and asked to submit a test.
 - d. Results will be automatically transmitted and tracked via an accompanying cell phone application to a receiving point as determined by the employer immediately upon completion of each test.
- The employee may be subjected to random testing at approved occupational health testing facilities at the request of the employer.
- The employee shall also participate in an ongoing recognized treatment program that meets the employers' requirements and at the employer's discretion.
- The length or term of program participation shall be determined by the employer or discontinued immediately in the event the employee violates any terms or conditions as set forth by the employer which may or may not be listed in accompanying documents.

Additional accompanying documentation:

- Company Drug and Alcohol Use policy signed by the employee.
- Last Chance Agreement signed by the employee.
- Release of Information authorization from a recognized treatment provider to an authorized company representative.