



A GLOBAL
PEOPLE COMPANY

877.464.4484
imilogistics.com

561 Keystone Ave., Suite 850,
Reno NV, 89503-4304

Drug & Alcohol Testing Policy

Purpose/Objective

IMI and our clients are committed to providing and maintaining a workplace that is safe and productive. To that end, IMI does not tolerate the possession, sale or use of illegal drugs, the improper possession, sale or use of other controlled substances, or the possession, sale or use of alcohol while at work or engaged in work-related activities. In addition, employees are required to report to work able to competently and safely perform their job duties. Employees cannot report to work under the influence of drugs and/or alcohol.

Eligibility

All employees

Procedures

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs (including marijuana, regardless of prescription) or other unauthorized or mind-altering or intoxicating substances while on IMI or our clients' properties (including parking areas and grounds), while assigned to IMI's or its clients' work locations, or while otherwise performing their work duties away from these premises. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana, regardless of prescription) and from having excessive amounts of otherwise lawful controlled substance in their systems.

All employees are prohibited from distributing, dispensing, possessing or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of his or her job.

Prescription Drugs

With the exception of medically prescribed marijuana, the proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that may cause a risk of harm to the employee or to others in performing their job duties. It is each employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition that impairs the employee in the performance of his or her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his or her immediate supervisor.

Drug/Alcohol Testing

Applicants may be tested after they receive a conditional offer of employment from IMI and where permitted by law.



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Employees may be required to submit to drug/alcohol screening whenever IMI, or its client, has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident.

In addition, employees in safety sensitive positions may be tested on a random or periodic basis and various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws.

Discipline

Violation of this policy or any of its provisions may result in disciplinary action up to and including termination of employment.

Enforcement

To enforce this policy, IMI's corporate management may authorize investigations of potential violations and require employees to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of IMI's (or its clients') physical premises, including work areas, personal articles, employees' clothes, desks, work stations, lockers, and personal and company vehicles, as permitted by applicable law. Employees who refuse to cooperate with searches or investigations, refuse to submit to screening or fail to execute consent forms when required by IMI will be subject to disciplinary action up to and including termination of employment.

Investigations/Searches

When a manager or supervisor has reasonable suspicion that an employee has violated this policy, they shall contact IMI corporate management immediately. With IMI's corporate management's permission, the supervisor (or his or her designee) may inspect vehicles, lockers, work areas, desks, purses, briefcases, backpacks and other locations or articles without prior notice to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock from a locker or locked container. A locked locker or container does not prevent IMI or its client from searching such article. Employees therefore should have no expectation of privacy for personal belongings brought onto IMI or its clients' premises and locked in a locker or locked container. When an employee is not present or refuses to remove a personal lock, IMI or its client may do so for the employee and compensate the employee for the lock.

What Happens When an Employee Tests Positive for Prohibited Substances

All employees who test positive in a confirmed substance test will be subject to disciplinary action up to and including termination.

The Family and Medical Leave Act (FMLA)

In accordance with the FMLA, IMI will provide reasonable accommodations (up to 12 work weeks) to eligible employees who abuse alcohol or drugs by providing unpaid leave to enroll in a qualified treatment program*. To learn more about eligibility requirements, please refer to the FMLA with the U.S. Department of Labor. Failure to enter, remain or successfully complete a



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qualified treatment program may result in termination of employment. Confidentiality of records and information will be maintained in accordance with all local, state and federal laws.

Entrance into a treatment program does not relieve an employee of the obligation to satisfy IMI's standards regarding employee performance, and participation will not prevent IMI from administering discipline for violation of its policies or relieve the employee of his or her responsibility to perform his or her job in a safe and efficient manner. In other words, employees are always prohibited from reporting to work under the influence of drugs and/or alcohol, and violation of this policy will result in disciplinary action, up to and including termination.

IMI may require any employee who has gone through substance abuse treatment to be evaluated by a Company-selected physician before being allowed to return to work.

**Qualified treatment program includes those by a health care provider or by a provider of health care services. This treatment must be referred by a health care provider.*