



DRUG & ALCOHOL POLICY

DRUG & ALCOHOL- FREE WORKPLACE

It is the desire of ASM Global to provide a drug-free, healthful and safe workplace. This policy is designed solely for the benefit of our Team Members, to provide reasonable safety on the job and to protect from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve. To promote this goal, Team Members are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The use, consumption, possession, distribution, dispensation, or sale of illegal drugs or drug paraphernalia, the abuse of legally prescribed drugs and the unauthorized use or possession of alcohol or inhalants on ASM Global premises, or while on ASM Global business elsewhere, is strictly prohibited.

If a Team Member is taking prescription medication that may affect their ability to work or to work safely, the Team Member should immediately notify their Supervisor or Human Resources. ASM Global reserves the right to temporarily reassign or alter work responsibilities during the period that a Team Member is taking the prescribed drug.

SUBSTANCE ABUSE POLICY

ASM Global recognizes both alcohol and drug abuse as potential health, safety and security problems. ASM Global expects all Team Members to assist in maintaining a work environment free from the effects of alcohol, drugs, or intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

ASM Global prohibits the manufacture, possession, use, distribution, sale or purchase of non-prescription controlled substances and intoxicants by Team Members on ASM Global premises. ASM Global also prohibits working under the influence of alcohol, drugs or other intoxicating substances.

The Human Resources Business Partner should be consulted by a Supervisor when there is reason to believe that a Team Member's work performance has been impaired due to the consumption of alcohol, drugs or other intoxicants.

Any Team Member who is convicted of a violation of any criminal drug statute (including misdemeanors) shall notify the Human Resources Business Partner within three (3) days of the date of conviction. A conviction includes any plea or finding of guilty, any plea of "nolo contendere" and/or imposition of a fine, jail sentence or other penalty.

Team Members who believe they may have an alcohol or drug abuse problem are strongly encouraged to use the Team Member Assistance Program. Such contacts will be kept confidential except as required by law, or when there is a danger to the immediate health, safety, or security of the Team Member or others. The Team Member Assistance Program Representative can provide Team Members and Supervisors with advice and referrals to treatment and rehabilitation programs. Some such treatment may be covered by the Team Member's health insurance.

Any Team Member who violates this substance abuse policy will be subject to Team Member discipline, which may include termination, as covered under the Corrective Action Policy.

Drug and Alcohol Testing

A Team Member's immediate Supervisor or a designated representative may require a Team Member to undergo testing to evaluate the Team Member's fitness for duty if the Supervisor or the designated representative believes the Team Member is impaired, is jeopardizing workplace safety, or is not performing their responsibilities because of on-the-job intoxication or impairment.

"For cause" testing should not be implemented until the Supervisor or designated representative has contacted the Human Resources Business Partner and has clear, supporting documentation detailing the situation justifying the "for cause" testing request. ASM Global is a 24/7/365 operation. Team Members must be able to report to testing facilities after normal business hours, defined as Monday through Friday from 8 AM – 5 PM. Refusal to submit to substance testing, as provided for in this policy, will be considered insubordination and the Team Member may be subject to disciplinary action up to and including immediate termination.

Medical Marijuana and Other Legal Substances

ASM Global maintains a zero-tolerance policy for drug use; this includes the use of medical marijuana and other legal substances. Team Members cannot be or appear to be under the influence during work hours, on company time or property, or at company sponsored events.

If a Team Member is provided with a prescription for medical marijuana or other legal substances, this information must be disclosed to the Human Resources Department immediately. Human Resources reserve the right to require Team Members to obtain a fitness for duty certificate from the prescribing physician. The fitness for duty certificate must indicate that the Team Member is able to perform the essential duties and responsibilities of their position. ASM Global reserves the right to determine whether or not a reasonable accommodation can be made based on the prescribing doctor's fitness for duty certification.

SEARCHES

ASM Global reserves the right to conduct unannounced searches of its property, vehicles and facilities, including work areas, desks and lockers assigned to Team Members, at any time. No Team Member has the right to interfere with, or object to, such searches of company property based on expectations of privacy or otherwise.

The company reserves the right to search personal property belonging to its Team Members, such as but not limited to, lunch boxes or bags, pocketbooks or briefcases, and automobiles, if such property is brought onto company premises or into company vehicles.

INTERNAL INVESTIGATIONS AND SEARCHES

From time to time, ASM Global may conduct internal investigations pertaining to security, auditing or work-related matters. Team Members are required to cooperate fully with and assist in these investigations if requested to do so. Failure to cooperate may result in termination of employment.

Whenever necessary, at the company's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) may be subject to a search without notice. Team Members are required to cooperate.

The company will generally try to obtain a Team Member's consent before conducting a search of work areas or personal belongings and ask that the Team Member be present but may not always be able to do so.

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Certification Form

ASM GLOBAL – Denver

Employee's Understanding and Acceptance:

MY SIGNATURE ON THIS NOTICE CONFIRMS THAT I HAVE RECEIVED AND READ THE **DRUG & ALCOHOL POLICY**, AND THAT I UNDERSTAND **ASM GLOBAL MAINTAINS A ZERO TOLERANCE POLICY FOR DRUG USE**, AND THAT THIS INCLUDES THE USE OF MEDICAL MARIJUANA.

EMPLOYEES CANNOT BE OR APPEAR TO BE UNDER THE INFLUENCE DURING WORK HOURS, ON COMPANY TIME OR PROPERTY, OR AT COMPANY SPONSORED EVENTS.

Acknowledged and Agreed:

Employee **Printed** Name

Employee **Signature** and Date