

ESP SERVICES

ESP SERVICES POLICY REGARDING ILLEGAL DRUG ABUSE

ESP Services is committed to providing a safe, healthful and efficient work environment for its employees. The Company recognizes that the misuse of drugs and alcohol can adversely affect both the environment, the job performance as well as the quality of work performed by the employee.

I. PROHIBITION ON USE, SALE, DISTRIBUTION, DISPENSATION, MANUFACTURE OR TRANSFER OF ILLEGAL DRUGS

The use, sale, purchase, distribution, dispensation, transfer, manufacture or possession of unauthorized drugs or controlled substances, using or being under the influence of alcohol on Company premises, including parking areas or any other work site where employees may be assigned during work hours is strictly prohibited.

II. DRUG TESTING

- A. Pursuant to this policy, the Company may conduct pre-employment drug tests on applicants for in-house positions with the Company. If the drug test is positive or "medically unqualified", or if the applicant refuses a drug test, the applicant will not be considered for in-house employment.
- B. The Company reserves the right to conduct drug tests on employees having access to classified information as well as other employees who, in its opinion and sole discretion, are in positions involving the health or safety of themselves or other, or whose positions involve a high degree of trust and confidence.
- C. The Company further reserves the right to test any employee based on reasonable suspicion that the employee may be drug-involved; following workplace accidents or unsafe practices; or as a follow-up procedure where the employee previously has tested positive or has completed a drug rehabilitation or counseling program.

As a condition of employment, employees must abide by the terms of this policy. An employee testing positive on the drug test or otherwise determined to be drug-involved, will be subject to disciplinary action, which may include termination for a first offense. Such employee will be removed from positions involving access to classified information, national security, the health and safety of others or a high degree of trust and confidence. Any employee found to be in violation of the above will be subject to disciplinary action up to and including termination. Drug test results are kept confidential.

I. EMPLOYEE RESPONSIBILITIES REGARDING CONVICTION RELATING TO DRUG-RELATED CONVICTIONS OF STATE OR FEDERAL LAW

Employees who are convicted of drug-related violations of state or federal law in the workplace or who plead guilty or *nolo contendere* to such charges must inform the Company within five days of such conviction or plea. Failure to do so will result in disciplinary action, which may include termination from employment for a first offense. Employees convicted or pleading guilty or to such drug-related violations must successfully complete a drug abuse assistance or similar program as a condition of continued employment or re-employment.

I have read and understand the foregoing Policy and agree to abide by its terms.

Employee Signature

Date