



AVIATION PERSONNEL

4756 Hwy. 377 South
Ft. Worth, TX 76116

Phone 866-614-2840
Fax 866-614-2841

Drug Abuse Policy

Aviation Personnel is in full compliance with all FAA requirements. Aviation Personnel will enforce all FAA mandated drug and alcohol testing requirements for its employees operating in a safety-sensitive position. This policy is to inform you of Aviation Personnel's policy along with FAA guide lines.

Aviation Personnel believes that you and your fellow workers have a right to a safe work environment, but your health and safety may be at risk when someone is using drugs or alcohol on the job. Aviation Personnel is working hard to make sure all our employees are safe at work.

Aviation Personnel recognizes that alcohol and drug abuse in the work place has become a major concern. We believe that by reducing the drug and alcohol abuse, we will improve the safety, health and productivity of employees. The object of our drug abuse policy is to provide a safe and healthy work place for all employees, prevent accidents and comply with all applicable rules and regulations, including section 7.10 of the Texas Workers' Compensation Act.

To keep everyone safe at Aviation Personnel, here are a few things that may be required of you:

Aviation Personnel will conduct a Pre-Employment drug test on all employees. You will not be allowed to begin **any** work for Aviation Personnel until you have completed a pre-employment drug test. Aviation Personnel will be notified by its Medical Review Officer that your drug results are negative. If your drug results are anything other than negative, you **will not** be allowed to begin work with Aviation Personnel. In order to start work with Aviation Personnel you must complete all FAA return to duty requirements. Aviation Personnel will not pay for any return to duty fees. If you do have a positive pre-employment drug test or random drug test, you are giving up all your employment benefits at that time. This is including, but not limited to, unemployment benefits.

The use, possession, sale, transfer, purchase, or being under the influence of drug by employees at any time on company premises or while on company business is prohibited. The illegal use of any drug is prohibited. Employees must not report for duty or be on company property while under the influence of, or have in their possession while on company of client property, any drug.



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Aviation Personnel operates under FAA guidelines. This means all employees are subject to random drug and alcohol testing. If you are selected for a random drug or alcohol test, you will be notified in writing, and you will have no more than two hours to comply with the testing requirements. Refusal to test when selected for a random drug/alcohol test will result in immediate termination of your employment and any benefits you may have with Aviation Personnel, including but not limited to unemployment benefits. Random drug testing is a contractual condition of your employment with Aviation Personnel and Aviation Personnel is not required to pay you for time to take your random drug/alcohol test.

If you suspect a co-worker of drug and/or alcohol abuse, contact Aviation Personnel immediately. Aviation Personnel will need to get proper documentation in writing of your reasons for suspecting the co-worker of abuse.

Aviation Personnel wants all employees to have a safe work environment. If you or a co-worker needs any information on, or a location of, a substance abuse professional, please contact our office immediately.

I have read and understand this drug abuse policy and agree to abide by its terms and conditions.

Employee's Signature

Date

Employee's Printed Name

SSN#