

**CONQUEST CONTRACTING**  
**SUBSTANCE ABUSE POLICY MANUAL**  
**2007 EDITION**

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# PREFACE

THIS MANUAL IS THE VERY BEDROCK OF CONQUEST CONTRACTING'S DRUG-FREE WORKFORCE CULTURE. IN THE ENTIRE SCOPE OF OUR DRUG-FREE WORKFORCE PROGRAM, IT SERVES AS A FOUNDATIONAL FOOTPRINT. THE VERY CREATION OF THIS MANUAL IS A SUMMONS TO THE ENTIRE CONQUEST CONTRACTING TEAM – FROM OFFICERS TO MANAGEMENT TO OFFICE STAFF TO FIELD CREW – TO BE FULLY ON BOARD WITH ITS CONTENTS AND ITS SUPPORTING EDUCATIONAL PROGRAMS. LET US THEREFORE INDIVIDUALLY AND COLLECTIVELY FORGE AHEAD WITH SAFEGUARDING AND CHAMPIONING OUR COMMON CAUSE OF A HEALTHFUL, SAFE AND SECURE CORPORATE WORKING ENVIRONMENT FOR OUR TEAM, OUR CLIENTS, OUR VENDORS, AND ALL OTHERS WHO COME IN DAILY CONTACT WITH OUR DELIBERATE FORCE.



SANDRA WARMOTH

SOLE MANAGING MEMBER, VICE PRESIDENT, TEAM LEADER

**A deliberate force in a stormy industry:**



# CONQUEST CONTRACTING

## SUBSTANCE ABUSE POLICY STATEMENT

CONQUEST CONTRACTING IS DECISIVELY COMMITTED TO MAINTAINING ITS WORKPLACES FREE OF DRUGS AND ALCOHOL AND TO DISCOURAGING DRUG AND ALCOHOL ABUSE ACROSS THE BOARD AMONG ITS WORKFORCE IN ORDER TO PROTECT THE SAFETY, HEALTH AND WELL-BEING OF ITS TEAM MEMBERS, AND OF THOSE CLIENTS, SUBCONTRACTORS, VENDORS, TEMPORARY WORKERS AND INSPECTORS WHO COME IN CONTACT WITH THE COMPANY'S WORKPLACES, JOB-SITES, AND PROPERTY. THIS GOAL IS JEOPARDIZED WHEN ANY CONQUEST CONTRACTING EMPLOYEE ILLEGALLY USES DRUGS ON THE JOB, COMES TO WORK UNDER THEIR INFLUENCE; UNDER THE INFLUENCE OF INTOXICANTS OR UNDER THE INFLUENCE OF THE UNFITTING USE OF PRESCRIPTION DRUGS, AND IS FURTHER COMPROMISED WHEN ANY CONQUEST CONTRACTING EMPLOYEE POSSESSES, SELLS, CONVEYS, DISTRIBUTES, OR MANUFACTURES DRUGS OR INTOXICANTS WHILE AT WORK.

THE U.S. DEPARTMENT OF LABOR HAS WARNED THAT AMONG THE VARIOUS OCCUPATIONS NATIONWIDE, THE CONSTRUCTION INDUSTRY IN PARTICULAR TOPS THE LIST FOR SUBSTANCE ABUSE PROBLEMS IN THE WORKPLACE. ACCORDING TO A DRUG-FREE WORKPLACE ADVISORY ISSUED BY THIS AGENCY, AMONG THE U.S. WORKFORCE POPULATION, CONSTRUCTION WORKERS REPORTED THE HIGHEST RATE OF ILLICIT DRUG USE AND AN ABOVE AVERAGE RATE OF HEAVY ALCOHOL USE.

SUBSTANCE ABUSE IS A PROBLEM THAT, IF NOT PROPERLY ADDRESSED, NEGATIVELY EFFECTS THE INDIVIDUAL ABUSER, CONQUEST CONTRACTING TEAM MEMBERS, THE ABUSER'S FAMILY AND FRIENDS, AND OTHERS WHO COME IN CONTACT WITH THE ABUSER. SUBSTANCE ABUSE IMPAIRS THE ABILITY OF EMPLOYEES WHO ARE ABUSERS TO PERFORM THEIR DUTIES PROPERLY; IT COMPROMISES WORKPLACE SAFETY, JEOPARDIZES WORKER HEALTH, REDUCES PRODUCTIVITY, INCREASES ABSENTEEISM, UPSETS WORK FLOW, SCHEDULING AND DEADLINES, DAMPENS THE CONQUEST CONTRACTING TEAM SPIRIT, ADVERSELY AFFECTS OUR CLIENTS' CONFIDENCE IN OUR COMPANY, REDUCES OUR COMPANY'S CHANCES OF BEING AWARDED CONTRACTS, AND CREATES AN OVERALL NEGATIVE PUBLIC IMAGE OF OUR COMPANY'S OTHERWISE GOOD REPUTATION.

BECAUSE THE MISUSE OF DRUGS AND ALCOHOL IS SUCH A DANGEROUS; WELL-ROOTED PROBLEM IN OUR INDUSTRY, CONQUEST CONTRACTING TEAM MEMBERS ARE UNDER A

COLLECTIVE OBLIGATION TO NOT ONLY ABIDE BY, BUT TO WHOLEHEARTEDLY REINFORCE THE FOLLOWING POLICIES, WHICH ARE GROUNDED IN FLORIDA STATUTE 440.102., AND RULES 38F-9.015 AND 59A-24 OF FLORIDA'S ADMINISTRATIVE CODE:

## **POLICY STATEMENT GOVERNING IMPLEMENTATION OF THIS MANUAL**

CONQUEST CONTRACTING EXPRESSLY RESERVES THE RIGHT TO EXERCISE ITS DISCRETION IN IMPLEMENTING THIS SUBSTANCE ABUSE POLICY MANUAL.

## **POLICY PROVISIONS GOVERNING INTOXICANTS**

### **INTOXICATION SPECIFICATIONS**

#### **EXPLANATION OF INTOXICATION:**

A TEAM MEMBER SHALL BE DETERMINED TO BE INTOXICATED IF AT LEAST ONE OF THE FOLLOWING CONDITIONS IS MET:

- A) THE INDIVIDUAL DOES NOT HAVE THE NORMAL USE OF HIS OR HER PHYSICAL OR MENTAL FACULTIES DUE TO CONSUMPTION OF INTOXICANTS, THUS RENDERING HIM OR HER INCAPABLE OF ACTING IN THE MANNER IN WHICH ORDINARILY PRUDENT AND CAUTIOUS PERSONS, IN FULL POSSESSION OF THEIR FACULTIES, USING REASONABLE CARE, WOULD ACT UNDER LIKE CONDITIONS.
- B) HE OR SHE HAS A BLOOD-ALCOHOL CONCENTRATION OF 0.04 OR HIGHER.

#### **TYPES OF INTOXICANTS COVERED:**

ALCOHOL AND OTHER INTOXICATION LIQUORS THAT ARE COVERED UNDER THIS SUBSTANCE ABUSE POLICY INCLUDE DISTILLED SPIRITS, WINE AND MALT BEVERAGES.

### **THE WORKPLACE AND INTOXICANTS**

#### **VIOLATIONS:**

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES TO HAVE ANY DETECTABLE TRACE AMOUNT OF ALCOHOL AND OTHER INTOXICATION LIQUORS WITHIN THEIR SYSTEMS WHILE ON DUTY, WHILE ON COMPANY BUSINESS FOR CONQUEST

CONTRACTING, WHILE OPERATING A MOTOR VEHICLE IN THE COURSE OF COMPANY BUSINESS, WHILE OPERATING A COMPANY VEHICLE AT ANY TIME, AND WHILE IN CONTACT AT ANY TIME WITH THE COMPANY'S FACILITIES, PROPERTY OR JOB-SITES.

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES TO POSSESS, MANUFACTURE, DISTRIBUTE, DISPENSE, OFFER FOR SALE, PURCHASE, TRANSFER, OR IN ANY OTHER RESPECT ENGAGE IN UNAUTHORIZED ACTIVITIES INVOLVING INTOXICANTS WHILE ON DUTY, WHILE ON COMPANY BUSINESS FOR CONQUEST CONTRACTING, WHILE OPERATING A MOTOR VEHICLE IN THE COURSE OF COMPANY BUSINESS, WHILE OPERATING A COMPANY VEHICLE AT ANY TIME, AND WHILE IN CONTACT AT ANY TIME WITH THE COMPANY'S FACILITIES, PROPERTY OR JOB-SITES.

**EXCEPTIONS:**

THE COMPANY RESERVES THE RIGHT TO PERMIT CERTAIN MANAGERS TO RESPONSIBLY CONSUME INTOXICANTS DURING THE COURSE OF CONDUCTING SOME TYPES OF COMPANY BUSINESS.

THE COMPANY RESERVES THE RIGHT TO PERMIT CERTAIN TEAM MEMBERS TO RESPONSIBLY CONSUME INTOXICANTS DURING OFF-DUTY HOURS WHEN STAYING IN COMPANY PROVIDED LODGING WHILE OUT OF TOWN ON COMPANY BUSINESS. SUCH PERMISSION IS NOT AUTOMATIC, AND MUST FIRST BE SECURED THROUGH THE COMPANY PRIOR TO STAYING IN ANY COMPANY PROVIDED LODGING. TEAM MEMBERS WHO HAVE SECURED PERMISSION HAVE THE PERSONAL RESPONSIBILITY TO REFRAIN FROM DRIVING AWAY FROM THEIR PLACE OF LODGING SHOULD THEY BECOME IMPAIRED.

THE COMPANY RESERVES THE RIGHT TO ENLIST DURING WORK HOURS THE HELP OF CERTAIN TEAM MEMBERS IN THE PURCHASING AND TRANSFERRING OF INTOXICANTS IN PREPARATION FOR OFFICIAL COMPANY EVENTS WHEREBY CONSUMPTION OF SUCH BEVERAGES HAS BEEN AUTHORIZED.

**CONSEQUENCES FOR VIOLATIONS:**

1) CONCERNING AN EMPLOYEE WHO ENGAGES IN THE UNAUTHORIZED USE OF INTOXICANTS AND CONSEQUENTLY THE UNAUTHORIZED POSSESSION OF INTOXICANTS FOR PERSONAL USE OR WHO DISPLAYS SIGNS OF INTOXICATION WHILE ON DUTY, WHILE ON COMPANY BUSINESS FOR CONQUEST CONTRACTING, WHILE OPERATING A MOTOR VEHICLE IN THE COURSE OF COMPANY BUSINESS, WHILE OPERATING A COMPANY VEHICLE AT ANY TIME, AND WHILE IN CONTACT AT ANY TIME WITH THE COMPANY'S FACILITIES, PROPERTY OR

- A) SUCH AN EMPLOYEE WILL BE COMPELLED BY MANAGEMENT TO ENROLL IN A SUBSTANCE ABUSE TREATMENT PROGRAM THROUGH CONQUEST CONTRACTING’S EMPLOYEE ASSISTANCE PROGRAM (EAP). FAITHFUL ATTENDANCE AND FULL PARTICIPATION IN THE EAP-REFERRED SUBSTANCE TREATMENT PROGRAM UNTIL SUCCESSFUL COMPLETION WILL BE REQUIRED PRIOR TO RETURNING TO SAFETY-SENSITIVE OR SECURITY-SENSITIVE DUTIES. CONQUEST CONTRACTING, AT ITS SOLE DISCRETION, WILL DECIDE WHETHER OR NOT TO PLACE SUCH AN EMPLOYEE IN A NON-SAFETY-SENSITIVE OR NON-SECURITY-SENSITIVE POSITION DURING THE REHABILITATION PROCESS. A TWO-YEAR PERIOD OF FOLLOW-UP SUBSTANCE TESTING WILL ALSO BE REQUIRED.
  - B) CONQUEST CONTRACTING RESERVES THE RIGHT TO DISCIPLINE SUCH AN EMPLOYEE, WHICH MAY INVOLVE TEMPORARY OR PERMANENT TRANSFER TO ANOTHER POSITION OR DEPARTMENT WITHIN THE COMPANY, DEMOTION, OR SUSPENSION FROM WORK WITHOUT PAY.
  - C) SUCH AN EMPLOYEE MAY ENCOUNTER LOSS OF WORKERS’ COMPENSATION MEDICAL AND INDEMNITY BENEFITS.
  - D) SUCH AN EMPLOYEE MAY FACE TERMINATION.
- 2) CONCERNING AN EMPLOYEE WHO ENGAGES IN THE UNAUTHORIZED POSSESSION OF INTOXICANTS WITH THE INTENT TO DISTRIBUTE; THE UNAUTHORIZED PURCHASING AND TRANSFERRING OF INTOXICANTS; THE MANUFACTURING OF, DISTRIBUTION OF, DISPENSING OF, OR SALE OF INTOXICANTS, OR WHO IN ANY OTHER RESPECT ENGAGES IN UNAUTHORIZED ACTIVITIES INVOLVING INTOXICANTS WHILE ON DUTY, WHILE ON COMPANY BUSINESS FOR CONQUEST CONTRACTING, WHILE OPERATING A MOTOR VEHICLE IN THE COURSE OF COMPANY BUSINESS, WHILE OPERATING A COMPANY VEHICLE AT ANY TIME, AND WHILE IN CONTACT AT ANY TIME WITH THE COMPANY’S FACILITIES, PROPERTY OR JOB-SITES –

SUCH AN EMPLOYEE MAY FACE TERMINATION. TERMINATION MAY RESULT IN THE LOSS OF WORKER’S COMPENSATION MEDICAL AND INDEMNITY BENEFITS.

## **OFFICIAL COMPANY EVENTS AND INTOXICANTS**

### **LIMITED PERMISSION:**

CONQUEST CONTRACTING FROM TIME TO TIME MAY SUPPLY INTOXICANTS DURING ITS OFFICIAL COMPANY EVENTS. WHEN CONQUEST CONTRACTING DOES PERMIT THE CON-



SUMPTION OF COMPANY SUPPLIED INTOXICANTS DURING CERTAIN OFFICIAL EVENTS, SUCH CONSUMPTION WILL THEN BE ALLOWABLE WITHIN REASON FOR THOSE WHO ARE LEGALLY PERMITTED TO CONSUME SUCH BEVERAGES.

CONQUEST CONTRACTING FROM TIME TO TIME MAY PERMIT CERTAIN TEAM MEMBERS TO RESPONSIBLY CONSUME INTOXICANTS DURING OFF-DUTY HOURS WHEN STAYING IN COMPANY PROVIDED LODGING FOR OFFICIAL COMPANY EVENTS. SUCH PERMISSION IS NOT AUTOMATIC, AND MUST FIRST BE SECURED THROUGH THE COMPANY PRIOR TO STAYING IN ANY COMPANY PROVIDED LODGING.

IF AT ANY TIME THE COMPANY DISCERNs THAT THERE IS NOTABLE ABUSE OF THIS PRIVILEGE, IT WILL DISALLOW INTOXICANTS ACROSS THE BOARD AT ANY OR ALL SUCH FUTURE EVENTS.

**VIOLATIONS:**

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES TO CONSUME INTOXICANTS DURING OFFICIAL COMPANY EVENTS WHENEVER SUCH CONSUMPTION HAS NOT BEEN AUTHORIZED BY THE COMPANY.

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES TO CONSUME INTOXICANTS DURING OFF-DUTY HOURS WHEN STAYING IN COMPANY PROVIDED LODGING FOR OFFICIAL COMPANY EVENTS WHENEVER SUCH CONSUMPTION HAS NOT BEEN AUTHORIZED BY THE COMPANY.

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES TO BRING THEIR OWN INTOXICANTS TO OFFICIAL COMPANY EVENTS.

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES WHO ARE LEGALLY PERMITTED TO CONSUME INTOXICANTS TO BECOME INTOXICATED DURING OFFICIAL COMPANY EVENTS.

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES WHO ARE NOT LEGALLY PERMITTED TO CONSUME INTOXICANTS TO DRINK ALCOHOLIC BEVERAGES DURING OFFICIAL COMPANY EVENTS

IT IS A VIOLATION OF COMPANY POLICY FOR CONQUEST CONTRACTING EMPLOYEES TO MANUFACTURE, DISTRIBUTE, DISPENSE, OFFER FOR SALE, PURCHASE, TRANSFER, OR IN ANY OTHER RESPECT ENGAGE IN UNAUTHORIZED ACTIVITIES INVOLVING INTOXICANTS WHILE