
Chapter 8: Drug & Alcohol Policy

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Chapter 8: Drug & Alcohol Policy

Piedmont has established two parallel drug and alcohol policies: the first is a Company policy applicable to all employees. The second is a FAA-mandated program applicable only to specified categories of covered employees. Employees covered by the FAA program are also covered by the Company policy.

Piedmont recognizes that some employees might have a problem regarding use of drugs, alcohol or other substances. We strongly encourage such employees to request rehabilitation assistance through their supervisor, department manager or Human Resources. This request must be made prior to the notification of a testing situation involving the employee. Coverage for treatment will be handled in accordance with Company health insurance.

8.1 Drug & Alcohol Company Policy

1. Scope: This policy applies to all employees of Piedmont Airlines.
 - a. Prohibited Conduct: Violations of this policy will result in termination of employment. The following conduct is prohibited:
 - i. Reporting to or being at work in a condition that impairs satisfactory work performance due to drugs and/or alcohol. This includes alcohol in any form and from any source and includes both "legal" drugs for which the employee does not have a current, valid prescription and illegal drugs.
 - ii. Possession of open alcohol or possession, sale or distribution of illegal drugs or drug paraphernalia on airline property. For the purpose of this policy, "airline property" encompasses property of any nature owned, controlled or used by Piedmont Airlines, including parking lots, vehicles, office desks and lockers.
 - iii. Refusal to submit to a required drug or alcohol test. Failure to provide adequate breath for alcohol testing or an adequate urine sample for drug testing without a valid medical explanation is considered a refusal to submit to a test.
 - iv. Drinking in public while in Company uniform.
 - b. Testing: Employees will be tested under the following circumstances:
 - i. Prior to employment (drug testing only);
 - b. Where, in the opinion of the Company, there is a reasonable cause for believing that an employee on duty is in a condition that impairs satisfactory work performance due to drugs and/or alcohol.

- c. Following any work-related accident or incident involving injury or property damage, in which the employee's performance cannot be eliminated as a contributing factor;
- d. As a follow-up to a course of substance abuse treatment (if provided) as prescribed by a medical professional on an unannounced basis.

8.2 FAA Anti-Drug & Alcohol Misuse Prevention Program

Piedmont Airlines has adopted a drug and alcohol testing policy that meets or exceeds federal regulations. For drug testing, our Company falls under two sets of Regulations. The first is the Drug-Free Workplace Act enacted in March 1989, and the second is the United States Department of Transportation's Procedures for Transportation Workplace Drug Testing Programs Final Rule effective December 1, 1989. For alcohol testing, we fall under the Alcohol Misuse Prevention Program for Personnel Engaged in Specified Aviation Activities effective January 1, 1995.

In concept, the Drug & Alcohol-Free Workplace Legislation requires us to inform our employees that it is against our policy to use, make, distribute or sell illegal drugs, or utilize alcohol during or just prior to performing a safety sensitive function. It further requires that we inform you of the dangers of drugs and alcohol in the workplace and that we inform you of what help is available in combating drug and alcohol problems. The law requires that we give you our written policy and related rules and it requires you to abide by them.

The D.O.T. Rule is much more specific about our industry and requires, among other things, that we administer drug and alcohol tests to employees in certain safety sensitive positions.

Protection of the employee's rights and absolute accuracy of the testing process were primary considerations in our development of this policy. The objective for the development of the policy was to meet or exceed all requirements of the regulation.

Read this policy carefully since you will be required to sign a receipt acknowledging that you have done so. If you have any questions regarding the policy, you may direct them to Jennifer Dennis, Drug & Alcohol Designated Employer Representative (410-572-5116), or any Human Resources Manager.

8.3 Policy Statement

Piedmont Airlines believes that our employees and passengers have the right to a workplace free from alcohol and illegal drugs. The safety of your co-workers and that of our passengers requires that all employees in safety-sensitive positions be drug and alcohol free. Piedmont's policy regarding the use of illegal drugs and alcohol is one of "zero-tolerance". For those safety sensitive positions listed herein, the Company will neither hire, nor retain as an employee any person who fails to pass a drug test, who refuses to take a drug or alcohol test, tests at a breath alcohol concentration of .02 or greater on a post-accident or reasonable suspicion alcohol test, any verified instance of on duty consumption, or any FAA violations that result in application of the permanent bar. This policy is designed to cover the use of illegal drugs at any time, and the use of alcohol just prior to or during the performance of a safety sensitive function.

The use of prescribed or over-the-counter drugs and medications is subject to additional restrictions in the Piedmont Airlines Employee Handbook and the Flight Operations Manuals.

8.4 Safety Sensitive Positions (covered positions)

Positions deemed to be safety-sensitive are those with:

- Flight Crewmember duties
- Flight Attendant duties
- Flight and Ground Instruction duties
- Aircraft or Ground Dispatch duties
- Aircraft or Preventative Maintenance
- Aviation Security or Screening duties
- Ground Security Coordinator duties

In addition to successfully passing a pre-employment drug and alcohol test, final selects for employment into such positions will be required to authorize written certification from former employers that they have neither failed, nor refused to take such drug or alcohol tests previously.

8.4.1 Drugs That You Will Be Tested For. •

- Amphetamines/Methamphetamine
- Marijuana metabolites (THCA)
- Cocaine metabolite (Benzoylecgonine)

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- Opioids (Codeine, Morphine, Hydrocodone, Hydromorphone, Oxycodone, Oxymorphone)
- Phencyclidine

Dispatchers, Mechanics, Ground Security Coordinators, and Security Screeners are prohibited from performing safety sensitive duties with a breath alcohol concentration of .04 or greater. These safety sensitive employees are also prohibited from utilizing any product containing alcohol within 4 hours of performing a covered function. A duty day for the positions listed above is any time in which the employee is on the premises to perform the duties of a safety sensitive employee.

Crew members are also prohibited from performing safety sensitive duties with a breath alcohol concentration of .04 or greater. Crew members are prohibited from utilizing any product containing alcohol within 12 hours of performing a covered function. A duty day for crew members includes any time in which a crew member is to report to duty to perform a covered function or any time a crew member is standing reserve and is required to be available to perform a covered function. Employees will only be tested while at their work site to perform a safety sensitive function.

The use of medication containing alcohol that results in a positive alcohol test is a violation of this regulation.

8.5 The Drug Testing Process

You will be directed by the collector to follow very specific steps throughout the collection process. It is very important that you follow all steps included but not limited to washing your hands, removing your jacket, emptying your pockets, providing photo identification, signing and initialing appropriate sections of the chain of custody form. You will be asked to provide a urine specimen consisting of 45ml for laboratory analysis. The collector will subdivide your specimen into two bottles. The primary specimen, consisting of 30 ml and the split, consisting of 15 ml will be labeled, sealed, and shipped to the laboratory in a single container. The collection site may be either at a job site, or a central collection location. Your right to privacy will be ensured unless the trained collection site person has reason to suspect that you have adulterated the sample in any way, if it is suspected that the sample you supply is not your own, or if directed by the MRO following an invalid test result. In such cases an observed sample (by someone of the same gender) may be required. At that time you will be permitted to note any prescription or over-the-counter medications you may be taking on your personal copy of the collection form and to witness the sealing of the specimen bottle. You will then be asked to certify that the control numbers on the bottle and the form

coincide. The chain-of-custody of your sample will be handled to court room legal standards throughout the testing process. Any break-down in the chain of custody process will void the sample and another may be requested.

8.5.1 Sample Analysis. The primary sample will be analyzed only at a Department of Health and Human Services approved laboratory. It will be screened twice for the five covered substances by immunoassay testing and will be tested for pH and specific gravity. Any samples testing negative are reported as negative tests to Piedmont Airlines. Any samples that screen as "positive" will be confirmed using Gas Chromatography/Mass Spectrometry (GC/MS) testing. Should the GC/MS testing confirm the "positive" test result, the quantities of each covered substance (or metabolite thereof) will be compared to the federally mandated minimum cutoff levels. Samples that test negative using GC/MS, or that do not meet the minimum cutoff level are reported to Piedmont Airlines as negative tests. Only those samples with substance quantities that exceed the cutoff levels are reported to the Medical Review Officer (MRO) as positive urine specimens. The MRO then reviews the lab information and test results and contacts the employee or selectee. The employee/selectee will be questioned regarding the test results and any additional information that should be considered will be analyzed by the MRO. Only after the MRO, in his medical opinion, is convinced that the test is indeed positive will such positive result be reported to Piedmont Airlines as a confirmed positive test. Once the MRO notifies the company of a positive test result, the employee will be terminated.

If the primary result tests positive, the employee may request the split to be tested at a second Department of Health & Human Services laboratory. The cost of the retest will be the employee's responsibility. The MRO will inform the employee of their right to test the split. The employee has 72 hours after MRO verification of a positive result to request a test of the split. Analysis of the split is simply for the presence of the drug, cut off levels do not apply. If the split analysis fails to reconfirm the primary result, the test will be canceled and the employee will be reinstated to his position. If the test confirms the positive, the termination will stand.

8.6 Alcohol Testing Process

The DOT regulations require that alcohol testing be conducted on an Evidentiary Breath Testing Device (EBT). The EBT utilized must be on the National Highway Transportation Safety Administration Conforming Products List. The EBT must have the ability to detect mouth alcohol as opposed to deep lung alcohol. The EBT must be capable of providing sequentially

numbered results in triplicate. All EBT's on the Conforming Products List meet these requirements.

A Breath Alcohol Technician (BAT) must perform the alcohol testing. The BAT must be trained to proficiency on the principles of the EBT methodology, operation, and calibration checks; the fundamentals of breath analysis of alcohol content; and the procedures in 49 CFR Part 40 for obtaining a breath sample.

The employee will be required to provide identification to the BAT. The BAT will explain the testing procedure. The BAT will complete Step 1 of the form and require the employee to sign the form. If the employee refuses to sign the form, it shall be considered a refusal to test and the employee will be terminated. The BAT will open a sealed mouthpiece in view of the employee. The BAT will require the employee to blow into the mouthpiece for at least 6 seconds. If the EBT does not have a printer capable of generating a printed result, a sequential test number, the manufacturer's name for the device, the device's serial number, and the time and date of the test; the BAT will show the employee the result displayed on the EBT. The BAT will record the displayed result, test number, testing device, serial number of the testing device, date, time and quantified result in Step 3 of the form; record the test number, date of the test, name of the BAT, location, and quantified test result in a log book. The employee will initial the log book entry. If the EBT provides a printed result, but does not print the results directly onto the form, the BAT will show the employee the result displayed on the EBT. The BAT will then affix the test result printout to the breath alcohol test form in the designated space, using a method that will provide clear evidence of removal. If the EBT prints the test results directly onto the form, the BAT will show the employee the result displayed on the EBT. If the result is less than .02, the BAT will sign the form in Step 3 and the employee will sign the form in Step 4 and the test is complete. If the employee refuses to complete the test, sign the form, or willingly falsifies information, it shall be considered a refusal to test and the employee will be terminated. In this event, the BAT will note the failure to sign in the "remarks" section of the form.

If a test result printed by the EBT does not match the displayed result, the BAT will note the disparity in the remarks section. Both the employee and the BAT will initial or sign the notation. The test is then invalid and Piedmont and the employee will be so advised. No further testing is authorized. The BAT will transmit the result of less than .02 to Piedmont in a confidential manner and Piedmont will receive and store the information so as to ensure that confidentiality is maintained as required.

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If the result is .02 or greater, a confirmation shall be performed 15 minutes after the initial test. The employee will be required to remain with the BAT during the 15-minute wait. The employee will not be permitted to eat, drink, or smoke during the wait. The testing process will be repeated as indicated above. The BAT will explain to the employee the reason for this requirement and the fact that it is for the employee's benefit. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has not complied with this instruction, the BAT will so note in the "remarks" section of the form.

If the confirmation test is conducted by a different BAT, the BAT who conducts the screening test will complete and sign the form and log book entry. The BAT will provide the employee with Copy 2 of the form. If a BAT other than the one who conducted the screening test is conducting the confirmation test, the new BAT will initiate a new breath alcohol testing form. The BAT will complete Step 1 on the form. The employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test. The BAT will note in the "remarks" section of the form that a different BAT conducted the screening test.

The BAT will conduct an "air blank" to ensure that the device is working correctly. The air blank result must be 0.00. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the reading is greater than 0.00, testing will not proceed using that instrument. However, testing may proceed on another instrument.

If the confirmatory result is less than .02, the employee and the BAT will sign the form and the employee may perform their safety sensitive function.

If the result is .02 or greater, the employee and the BAT will sign the form. The employee will be removed from covered duty, suspended for 30 days, and referred to a Substance Abuse Professional (SAP) for evaluation. Prior to returning to covered duty, the employee will be required to sign a last chance agreement, follow all recommendations as set forth by the SAP, and complete a non-DOT alcohol test with a result less than .02. If the employee violates the last chance agreement, he will be terminated immediately. If an employee receives a subsequent test result of .02 or greater, the employee will be terminated immediately. Any employee refusing to be tested or who fails to sign the form, or willingly provides false information, will be terminated under the refusal to test provision of the rule.

A breath alcohol test is invalid if:

- the EBT does not pass its next external calibration check
- the BAT does not observe the minimum 15-minute waiting period prior to the confirmation test
- the BAT does not perform an air blank of the EBT before a confirmation test, or such an air blank does not result in a reading of 0.00
- the BAT does not sign the form
- the BAT fails to note in the remarks section of the form that the employee has failed or refused to sign the form after the test has been conducted
- the EBT fails to print the confirmation test result, or
- the sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

8.7 When you will be tested

8.7.1 Pre-employment. Final selects for employment in those previously identified positions will be drug tested prior to performing a safety sensitive function.

8.7.2 Random. All employees in covered positions will be part of a random testing program that currently will be administered by the Regional Airline Association Consortium. Each year, 25% of the total covered employees of this consortium will be selected for drug testing, 10% for alcohol testing. Drug testing will be completed at the end of a crew member's day. Drug testing will be completed for all other safety sensitive positions during any duty day. Alcohol tests will be completed before, during, or after duty for all safety sensitive positions. Selection will be done by the consortium's computer random number generating program. The percentage of Piedmont Airlines' employees tested will vary with the random selection process. It should be noted that once an employee has been selected for testing, his number immediately goes back into the eligible pool. Due to the truly random nature of the selection process, it is conceivable that an individual employee could be tested more than one time per year. Piedmont Airlines will play no part in the selection process, other than supplying the consortium operator with the names and employee numbers of all covered employees.

8.7.3 Post-Accident. Employees involved in an accident (as defined in 49 CFR section 830.2) whose performance either contributed to, or cannot be

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completely discounted as contributing to an accident must be drug tested no later than 32 hours following the accident.

Following an accident, any covered employee with actual knowledge of an accident involving an aircraft for which he performed a safety sensitive function at or near the time of the accident would be prohibited from using alcohol for 8 hours or until the employee has been given a post-accident test or the employer determined that the employee's performance could not have contributed to the accident. Post-accident alcohol testing must be conducted within 8 hours of the accident. If any employee receives an alcohol test result of .02 or greater, the employee will automatically be terminated from employment.

8.7.4 Reasonable Cause. Covered employees who are reasonably suspected of using a prohibited drug will be tested. Such a decision will be based upon specific and contemporaneous physical, behavioral or performance indicators of probable drug use. Some sample reasons are: evidence of repeated errors on the job, regulatory or company rule violations and unsatisfactory time and attendance patterns. Two supervisors, one of whom must have had specific training in detection of symptoms of drug use, must substantiate and concur in the decision to test based on reasonable cause.

Covered employees who are reasonably suspected of using alcohol will be tested. Such a decision will be based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. Only one supervisor, who has been trained in detecting the symptoms of alcohol misuse, is required to make the determination to test based on reasonable cause. If any employee receives an alcohol test result of .02 or greater, the employee will automatically be terminated from employment.

8.8 Drug Test Results

Drug test results will normally be received from the MRO within five (5) days of testing. All results (negative and positive) will be sent to Piedmont Airlines. Should the employee's results be negative, no additional communication is required. Should the results be positive, the MRO will contact the employee directly. If the MRO attempts to contact you, it is extremely important that you return his call as soon as possible. Should the required contact not be made, the MRO will contact the Drug Abatement Manager and advise that he needs to speak to the employee. The Drug Abatement Manager will attempt to contact the employee and will notify the MRO once contact is made. Continued failure of the employee to contact the MRO will, at the MRO's discretion, constitute a confirmed positive.

Test results will be maintained as strictly confidential and will be released to the affected employee/applicant upon written request. It should be noted, however, that for tests with confirmed positive results the MRO is required by federal law to notify the Federal Air Surgeon if his research suggests probable drug dependence. (Federal Air Surgeon Notification applies to person required to hold a Medical Certificate under FAR Part 67.)

8.9 Alcohol Test Results

The BAT will provide the result to each employee after the testing process is complete. Any employee who tests .02 or greater will be removed from covered duty, suspended for 30 days, and referred to an SAP for evaluation. The employee will also be required to sign a last chance agreement, follow all recommendations as set forth by the SAP, and complete a non-DOT alcohol test with a result less than .02 prior to returning to his safety sensitive function. Any employee who tests .04 or greater on the confirmatory alcohol test will be removed from duty and immediately terminated.

8.10 Additional Consequences for Violating the Drug and Alcohol Rule

As stated above, any employee who violates the provisions of the drug or alcohol policy will be removed from their safety sensitive function will be subject to disciplinary action up to and including termination from employment. Specifically, any employee fails to pass a drug or alcohol test or refuses to submit to a drug or alcohol test, will be terminated. Any employee found on duty using drugs or alcohol will be terminated. Any employee found to possess, manufacture, distribute or sell any controlled substances will be terminated. Any employee who receives a .02 or higher on two alcohol tests will be terminated from employment. Any employee who receives a verified adulterated or substituted drug test result, will be considered a refusal to test and will be terminated immediately.

The following constitutes a refusal to submit to a drug test:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee to appear for a test when called by a C/TPA.
- Fail to remain at the testing site until the testing process is complete; provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

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- Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; provided that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
- Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fail or decline to take an additional drug test the employer or collector has directed you to take;
- Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or
- Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- Admit to the collector or MRO that you adulterated or substituted the specimen.
- As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations

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The following constitutes a refusal to submit to an alcohol test:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee to appear for a test when called by a C/TPA;
- Fail to remain at the testing site until the testing process is complete; provided that an employee who leaves the testing site before the testing process for a pre-employment test is not deemed to have refused to test;
- Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; provided that an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures;
- Fail to sign the certification at Step 2 of the ATF;
- Fail to cooperate with any part of the testing process.
- As an employee, if you refuse to take an alcohol test, you incur the same consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

As a covered employee if you refuse to take a required drug or alcohol test, you will be immediately terminated from employment.

Any employee who cannot produce an adequate level of urine for drug testing or breath for alcohol testing, claiming shy lung or shy bladder, will be sent to a physician for an evaluation. If the physician determines the condition does not exist, it will be considered a refusal to test for the purposes of the drug and alcohol testing procedures.

If a covered employee is determined to have violated the on duty use of drugs or alcohol prohibition, the employee will be terminated and permanently precluded from performing the safety sensitive duties performed prior to the violation.

If a covered employee is determined to have violated the prohibited drug and alcohol related conduct provisions, other than on duty use, two times after January 1, 1995, the employee will be permanently precluded from performing the safety sensitive duties he performed before such violation. The bar on two-time violators will apply both to persons who go through rehabilitation and to those who, after evaluation by an SAP, are determined not to need treatment.

Any covered employee who holds an airman medical certificate issued under 14 CFR Part 67 who violates the provision of the drug or alcohol rule will be reported to the Federal Air Surgeon. Any covered employee who holds a Part 67 airman medical certificate will be prohibited from performing a safety sensitive function after a violation unless and until, the Federal Air Surgeon has recommended that the employee be permitted to perform such duties. Any covered employee who holds an airman certificate issued under 14 CFR part 61, part 63, or part 65 that refuses to submit to required testing will be reported to the FAA within two days.

8.11 Employee Information

To heighten general awareness of the effects and consequences of drug abuse on the employee's health and safety, Piedmont Airlines will make materials on drug and alcohol abuse available at each of its locations. Additionally, all employees will have access to a toll-free hotline for the Medical Review Officer's office to make referrals for employee assistance. This number is 800-732-3784. Employees may also call the FirstLab EAP at 888-720-7277. Periodic newsletters and informational material on the subject will be distributed.

8.12 Employee Rehabilitation Program

While Piedmont Airlines does not itself maintain in-house Employee Rehabilitation Programs for drug use and alcohol abuse, such programs are covered under our Group Health Insurance Plan. We encourage employees who have a drug or alcohol problem to come forward and obtain assistance. Piedmont has always and will continue to support employees through a rehabilitation process. If an employee successfully completes a voluntary rehabilitation program, the company will reinstate the employee to their position. Employees who hold a Part 67 airman medical certificate may be subject to special issuance requirements as set forth by the FAA. The benefits above are available to those employees who seek assistance before a situation arises which could lead to a disciplinary termination from the Company. Such rehabilitation programs shall be available only once during the employee's working career with the Company. Employees who have successfully completed Drug or Alcohol Rehabilitation Programs and have been returned to

work will be subject to unannounced testing at any time without cause.

Examples of activities which will result in termination are as follows:

- Any employee found on or off duty to use, abuse, possess, manufacture, distribute, or sell or involved in the sale of controlled substances.
- A positive test result for controlled substances.
- Refusal to submit to a drug test.
- Adulterating any sample submitted for drug testing.
- Reporting for duty under the influence of alcohol or found consuming alcohol or under the influence of alcohol while on duty will be terminated from the Company.

8.13 The High Cost of Drug Abuse

Most American workers do not use illicit drugs. Unfortunately, however, there are millions who do. Consider the prevalence of drug use in the work place.

77% of American drug users are employed

25% of workers report drinking during work at least once in the past year.

One in ten full time workers in the US has had a substance abuse problem.

Drugs in the work place are also costly. Drug use contributes to accidents, high health care costs, and attendance problems. Drug users may steal, sell drugs on the job, and undermine employee morale.

Drug users are almost four times more likely than non-users to be involved in on-the-job accidents, and five times more likely to file a workers' compensation claim. They use sixteen times as much sick leave. Other studies of corporate accidents have shown 3 times as many reportable accidents in those who use drugs.

At Georgia Power Company, average annual medical benefits were 8 times higher in those who tested positive for drugs. Workers' compensation claims were also 8 times higher. This study also showed 3.4 times as many unexcused absences in workers who tested positive for drugs.

A study of U. S. Postal Service workers showed that those who tested positive for drugs were 59% more likely to be absent than those who tested negative. Unexcused absences were 1.5 times higher in those who tested positive for marijuana and 4 times higher in those who tested positive for cocaine. The Postal Service estimated that it would have saved \$105,000,000 over the average 12-year tenure of postal employees if they had not hired those who tested positive for drugs.

8.14 The Impact of Drugs in Society

The U.S. Government has spent many years trying to curtail the supply of illegal drugs into the United States. The problem with this is that each year, there are hundreds of millions of border crossings, automobiles and containers entering the U.S. To monitor each and every point is virtually impossible. Therefore, the government has shifted its efforts toward reducing the consumer demand. Education is the most effective weapon in our fight to rid our nation of illegal drugs.

Are you aware that every day nearly 400 children are arrested for use of illegal drugs and 850 children are arrested for drinking or drunk driving? This is a result of the fact that children begin using drugs by the time they are in the 6th or 7th grade. By the time they reach 17, nearly half of the males who use alcohol are problem drinkers. According to the National Council on Alcoholism, 4.6 million teenagers are considered problem drinkers. Is it little wonder that in one year over 9,000 drivers between the ages 15-24 are killed in alcohol-related auto accidents. As a matter of fact, accidents, suicides and homicides, many of which are drug and alcohol related, are responsible for 75% of the deaths of young people in the United States.

8.15 Impact of Alcohol Use on Society and the Workplace

Although Piedmont Airlines has no history of substance abuse problems, we recognize that alcoholism and alcohol misuse are problems throughout America.

There are several good reasons why you should be concerned if any of your coworkers are using drugs or alcohol on the job:

- Your health and safety may be at risk.
- Alcohol misuse costs you money.
- Alcohol creates a negative work environment.

According to the National Institute on Alcohol Abuse and Alcoholism, drug and alcohol use on the job costs society an estimated \$200 billion a year. Since most of this cost is passed on to you in the form of higher health insurance rates or in the prices you may pay for a product, drug and alcohol use on the job costs you and your fellow workers.

Absenteeism among problem drinkers or alcoholics is 3.8 to 8.3 times greater than normal. If your co-worker does not report for work, you may be required to perform their job in addition to your job function. Additionally, workers who misuse alcohol do not function to their full potential. Not only is

absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity. Since our product is the safe transportation of the public, alcohol misuse is an especially serious problem.

Two thirds of all homicides are committed by people who drink prior to the crime. Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends. Two thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetime. The rate of separation and divorce in families with alcohol dependency problems is seven times the average. Forty percent of family court cases are alcohol problem related. Alcoholics are 15 times more likely to commit suicide than other segments of the population. More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

8.15.1 Health Effects of Alcohol Misuse. Alcohol is a central nervous system depressant. Taken in large quantities, it causes not only the euphoria association with being drunk but also adversely affects your judgment, your ability to reason, and your motor functions. If you consume enough alcohol at a fast enough rate, it can kill you. Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction, and other serious medical problems. Additionally, long term use may cause dependency, fatal liver disease, kidney disease, pancreatitis, increased cancer, ulcers, and birth defects.

8.16 Public Opinion

The great majority of Americans are fed up with drugs and drug users. A Gallup poll, conducted for the Institute for a Drug-Free America, reported that workers considered drugs the greatest problem facing the United States today. According to the survey, 97% of the workers consider drug testing appropriate in some circumstances and 86% believe that drug testing would be effective in deterring drug abuse among employees.

8.17 Signs and Symptoms

It is important that you are aware of the signs and symptoms of substance abuse.

8.17.1 Work Performance and Work Patterns. Typical indicators of substance abuse are changes in the quantity or quality of the individual's work, inconsistency, poor judgment, mistakes, carelessness, difficulty remembering, overreaction, and financial difficulties.

8.17.2 Physical Symptoms and Conditions. Physical indicators may be weariness, exhaustion, excitability, excessive yawning, blank stares, drowsiness, slurred speech, unsteady walking, inappropriate wearing of sunglasses, and unusual efforts to cover arms. Other symptoms may also occur such as dilated pupils, excessive sweating, aggressiveness, excessive weight loss, and paranoia.

8.17.3 Absenteeism and Personal Health. A substance abuser frequently has a lower resistance. As a result, they will experience a higher incidence of colds, flu, headaches, and other health problems. They are more likely to frequently miss work.

8.17.4 Accidents and Concentration. A substance abuser will experience an increased number of accidents due to the fact that they may take unnecessary risks. Additionally, their reaction time may be slowed.

If you have any questions about substance abuse or our company anti-drug policy, please direct them to our Human Resources Department.