



FEDERAL BUREAU OF INTERNATIONAL TRANSPORTATION (FBIT)

Drug and Alcohol Policy - Zero Tolerance

Purpose:

Driving while under the influence of drugs or alcohol is dangerous and illegal. This policy addresses the use of drugs and alcohol at work, working while under the influence of drugs or alcohol, and abuse of drugs or alcohol outside of work. Federal Bureau of International Transportation (FBIT) is committed to providing a safe, healthy and secure environment to all of our employees, and anyone involved in our operations and activities. Our work and the reputation of FBIT will not be compromised by the presence of individuals who are under the influence of alcohol; non prescribed drugs or the abuse of prescribed medication or legal highs in the workplace. Therefore we enforce a zero tolerance policy for the use and abuse of drugs, alcohol and any other substance that would compromise safety and affect a person's fitness for duty and concentration. This policy is designed to eliminate the risk of drug, alcohol and substance abuse and applies to all our staff including senior managers and directors, chauffeurs, contractors, sub-contractors or anyone who is representing us. Any use of prescribed or "over the counter" medication, which carries any risk of affecting a person's reactions, ability to take decisions or causes drowsiness requires a report to be made to the supervisor as appropriate. We reserve the right to provide evidence of drug or alcohol misuse at work to the industry regulator and the police in order to help promote the safety of its staff in the work place.

Responsibility: All employees

Policy:


- Chauffeurs must obey all applicable laws, including those related to driving under the influence of drugs and alcohol.
- Chauffeurs must not under any circumstances consume drugs or alcohol while on the job, whether operating vehicles or performing other tasks.
- Chauffeurs must not consume drugs or alcohol less than eight hours before their next scheduled shift and must not attend work under the influence of drugs or alcohol.
- Drug and alcohol abuse affects all aspects of a person's life, including their performance at work. Abuse of drugs or alcohol that affects an employee's performance at work will not be tolerated.

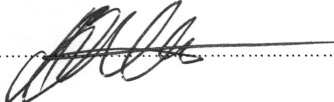
Procedures:

- If the client, passenger, supervisor or colleague notices behavior that indicates a driver may be affected by the use of abuse of alcohol or drugs while on the job as listed above or in a different manner, he/she must report it to the FBIT Company immediately at 972.322.2611 or email at anna.breslav@fbitlimo.com.
- If it is determined that the driver is being influenced by alcohol or drugs, he/she will be terminated as an employee of the municipality and shall not be considered for rehiring for a period of six months.

Policy Requirements

- Employees must be able to carry out their duties and must not be under the influence of alcohol or any other substance that would impair their ability to work safely and within the law.
- We have a zero tolerance to drugs and alcohol. Employees are not permitted to work under the influence of drugs and alcohol – anyone suspected of being impaired due to alcohol, drugs legal or illegal or substance abuse will be reported and immediately suspended pending investigation and removed from the workplace.
- **We reserve the right to carry out random testing and screening for alcohol and drugs.** Testing will automatically be carried out on reasonable suspicion due or following an incident or accident.
- We shall ensure that anyone who is deemed unfit for work in line with our zero tolerance policy will be dealt with in a fair, consistent and constructive manner. The use of illegal drugs will invariably adversely affect a person's ability to carry out his/ her duties and to make decisions. This causes that person to be a danger to both him/ herself and those around them. Any person found in possession of, or with traces of illegal drugs in a blood or urine sample will be immediately removed from the workplace and at the sole discretion of the company may be subsequently dismissed. Persons found reporting for work/ duty/ watch or found to be at work/ duty/ watch with levels of blood alcohol above 0.05% blood alcohol content or 0.25mg/ml (as outlined in the MCA guidance MGN 448 (M), published in 2012) will be removed from the workplace and at the sole discretion of the company may be subsequently dismissed and their contract terminated. **You are reminded that signing on a FBIT renders you liable to random drug and alcohol testing without prior notice.** Failure to provide a sample upon request will render you liable to identical sanction as provision of a positive sample. The Directors endorse this policy to confirm their commitment to maintaining a safe and healthy workplace for all employees, chauffeurs, and contractors.

Signed..........Boris Breslav Director/G. Partner **Date:** 1/April /2014 **Review Date:** 22/August/2017 **Issue:** 2

Signed..........Anna Breslav Director/G. Partner **Date:** 1/April/2014 **Review Date:** 22/August/2017 **Issue:** 2