



Sonic Systems International, Inc.


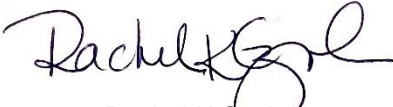

Energy Services Group

SSI-SA-002

Rev.2

1880 Dairy Ashford, Suite 207 · Houston, Texas 77077 · 281-531-7611

DRUG AND ALCOHOL-FREE WORKPLACE

Issue Date: 11/9/2020		Effective Date: 11/16/2020	
Rev No.	Safety Manager	QA Manager	President
2	 Scott Gowdy Preparer	 Rachel K Czuba Reviewer	 Bruce Schlueter Approver

REVISION SUMMARY

Rev No.	Page/Section No.	Description of Revision	Date
2	Cover	Added signature block for QA Manager	10/21/2020
1	Cover	Safety Manager name revision	06/30/2017
0		On File	



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1. PURPOSE

The Sonic Systems International, Inc. (SSI) Drug and Alcohol-Free Workplace policy is to help ensure the safety, security, and performance of SSI employees by excluding alcohol, illegal drugs, and unauthorized controlled substances from the workplace.

2. POLICY

2.1. SSI employees are prohibited from:

- 2.1.1. Engaging in or attempting to engage in the possession, sale, use or transfer of alcohol, illegal drugs, unauthorized controlled substances, and drug-related material/paraphernalia.
- 2.1.2. Reporting to work in an unfit/impaired condition.
- 2.1.3. Performing or attempting to perform their duties in an unfit/impaired condition.

2.2. SSI Employees who violate this policy will be subject to disciplinary action, up to and including discharge.

3. PROCEDURE

3.1. PRE-EMPLOYMENT DRUG SCREENING

- 3.1.1. Potential SSI employees will undergo a pre-employment drug screening. The test will be administered at a time and place directed by SSI.
- 3.1.2. Offers of employment with SSI shall be contingent upon the potential SSI employee's confirmed negative drug screening result.
- 3.1.3. If a potential SSI employee refuses the pre-employment drug screening, this shall result in the withdrawal of SSI's contingent offer of employment.
- 3.1.4. Potential SSI employees who receive a positive test result for the pre-employment drug screening shall not be eligible for employment with SSI for the subsequent 12-month period.
- 3.1.5. Drug screening collection procedures shall be consistent with appropriate chain of custody procedures, consistent with current D.O.T. or other governing US or Non-US regulatory agency and performed in a manner that assures privacy and accuracy.

3.2. RANDOM EMPLOYEE DRUG OR ALCOHOL SCREENING

- 3.2.1. SSI employees are subject to mandatory, unannounced random drug and/or alcohol screenings.
- 3.2.2. SSI employees will be selected through an established computer program or other random selection process.
- 3.2.3. SSI employees who are selected for a random drug or alcohol screening, shall be notified by their manager to report to the responsible SSI-delegated medical facility within a specified amount of time.
- 3.2.4. SSI employees who fail to report during the specified timeframe, may be considered to have a positive test result and shall constitute a violation of this policy. The SSI employee shall be subject to disciplinary action, up to and including discharge.
- 3.2.5. SSI employees who are selected for a random drug or alcohol screening, and receive a positive test result, will be subject to discipline, up to and including discharge.
- 3.2.6. SSI employees who engage in fraud or falsification during the drug or alcohol screening process shall be subject to immediate discharge from employment with SSI, as permitted by applicable law.



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- 3.2.7. Drug and alcohol screening collection procedures shall be consistent with appropriate chain of custody procedures, consistent with current D.O.T. or other governing US or Non-US regulatory agency and performed in a manner that assures privacy and accuracy.
- 3.3. REASONABLE SUSPICION EMPLOYEE DRUG OR ALCOHOL SCREENING
 - 3.3.1. If SSI management has a reasonable suspicion that a SSI employee is under the influence, using, possessing, or distributing alcohol, drug(s), or a controlled substance, the SSI employee shall be subject to mandatory drug or alcohol screenings at the request of management.
 - 3.3.2. For reasonable suspicion drug or alcohol screenings, the SSI employee must report for testing per the following time limits, after notification from SSI management:
 - 3.3.2.1. Alcohol screening – within 2 hours
 - 3.3.2.2. Drug screening – within 32 hours
 - 3.3.3. A SSI employee removed from the company or customer property for a reasonable suspicion screening, may be allowed to return to work only after SSI management received, in writing, a negative test result.
 - 3.3.4. SSI employees who fail to report during the specified timeframe, may be considered to have a positive test result and shall constitute a violation of this policy. The SSI employee shall be subject to disciplinary action, up to and including discharge.
 - 3.3.5. SSI employees who engage in fraud or falsification during the drug or alcohol screening process shall be subject to immediate discharge from employment with SSI, as permitted by applicable law.
 - 3.3.6. Drug and alcohol screening collection procedures shall be consistent with appropriate chain of custody procedures, consistent with current D.O.T. or other governing US or Non-US regulatory agency and performed in a manner that assures privacy and accuracy.
- 3.4. POST-ACCIDENT / INCIDENT EMPLOYEE DRUG OR ALCOHOL SCREENING
 - 3.4.1. Any SSI employee involved directly or indirectly in a workplace accident or incident, may be required to submit to a drug or alcohol screening.
 - 3.4.2. A SSI employee removed from the company or customer property for a post-accident/incident screening, may be allowed to return to work only after SSI management received, in writing, a negative test result.
 - 3.4.3. SSI employees who fail to report during the specified timeframe, may be considered to have a positive test result and shall constitute a violation of this policy. The SSI employee shall be subject to disciplinary action, up to and including discharge.
 - 3.4.4. SSI employees who engage in fraud or falsification during the drug or alcohol screening process shall be subject to immediate discharge from employment with SSI, as permitted by applicable law.
 - 3.4.5. Drug and alcohol screening collection procedures shall be consistent with appropriate chain of custody procedures, consistent with current D.O.T. or other governing US or Non-US regulatory agency and performed in a manner that assures privacy and accuracy.
- 3.5. MEDICAL OR LEGALLY PERMITTED MARIJUANA USE
 - 3.5.1. Any use of marijuana, including medical, even if permitted under local law, will be deemed a violation of this procedure.



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- 3.5.2. The use of medical marijuana will not be considered an acceptable explanation for a positive drug test result. This will be reported as a verified positive drug test result, and will result in disciplinary action, up to and including discharge from employment with SSI.

4. **RECORDS**

- 4.1. All records pertaining to drug and/or alcohol screenings will be kept in a secured, confidential file in the SSI-designated medical facility and in SSI's Corporate Human Resource Manager's file.
 - 4.1.1. There will be controlled access to these files.
- 4.2. Records of positive drug and/or alcohol screening results will be maintained in accordance with prevailing country, federal or state law.