



BL TECHNOLOGY, INC.

DRUG & ALCOHOL PROGRAM

AMENDMENT 1.
TO BL TECHNOLOGY, INC.
DRUG and ALCOHOL POLICY

(APPLICABLE TO CITY OF HOUSTON PROJECTS)

1. When reasonable suspicion to testing exists, a drug test will be ordered.
2. Random drug tests shall be conducted on at least 25% of employees. Random drug testing may be performed by Concentra Medical Centers or by an approved Specimen Validity Test kit.
3. Any employee found to be in violation of BL Technology's Drug and Alcohol Policy will be removed from the project and/or terminated.
4. Any employee who refuses to consent to a search, urine drug screen, or blood sampling will be removed from the project and/or terminated.
5. Any employee who fails to appear timely at the collection for drug testing, will be considered as having refused to consent to a drug test.
6. Drug Testing shall be performed by certified means.

The drug screening shall provide results for the following substances:

| | <u>INITIAL EMIT SCREEN</u> | <u>CONFIRMATION GC/MS TEST</u> |
|-----------------|--------------------------------|------------------------------------|
| Amphetamines | 1000 ng/ml | 500 ng/ml |
| Barbiturates | 200 | 200 |
| Benzodiazepines | 200 | 200 |
| Cannabinoids | 50 | 15 |
| Cocaine | 300 | 150 |
| Opiates | 300 | 300 |
| PCP | 25 | 25 |

AMENDMENT 2.
TO BL TECHNOLOGY, INC.
DRUG and ALCOHOL POLICY

(APPLICABLE TO CUSTOMER SPECIFIC PROJECTS)

On Customer Specific Projects where a customer may mandate their own Drug & Alcohol Policy, their policy will be followed by BLTI employees. The company will inform each employee working that project by supplying their supervisor with an Addendum. Employees will read and sign off to this policy addendum.

In certain cases, additional tests may be ordered by the customer including pre-access screening, searches, document verification, and more.

1. Random drug testing may be performed by Concentra Medical Centers or by an approved Specimen Validity Test kit, or a customer specific laboratory.
2. Any employee found to be in violation of BL Technology's Drug and Alcohol Policy, or a customer's addendum policy will be removed from the project and/or terminated.
3. Any employee who refuses to consent to a search, urine drug screen, or blood sampling will be removed from the project and/or terminated.
4. Any employee who fails to appear timely at the collection for drug testing, will be considered as having refused to consent to a drug test.
5. BL Technology, Inc. will comply with all applicable drug and alcohol related laws and regulations.
6. When requested, Employees will sign a customer specific form giving permission to release a negative test to confirm compliance with their requirements.

The drug screening shall provide a result for the following substances at a minimum:

Marijuana
Cocaine
Opiates
Phencyclidine
Amphetamines

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DRUG & ALCOHOL PROGRAM

BL Technology, Inc. (BLTI) is committed to enforcing a drug/alcohol-free workplace environment. BLTI complies with applicable drug & alcohol related laws & regulations. Possession of alcohol, illegal drugs, & controlled substances which hinder performance is prohibited on company & customer property or in any location in which the employee represents the Company for business purposes. Employees are expected to report to work on time in appropriate mental and physical condition. The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on company premises or while conducting company business is absolutely prohibited. Violation can lead to termination, with or without notice.

BLTI has a vital interest in maintaining safe, healthful, and efficient working conditions for all its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, but to all those who work with the user, as well as our customers.

Definitions:

- A. Company Premises: The term "Company Premises" as used in this policy includes all property, facilities, land, buildings, structures, automobiles, trucks, and other vehicles owned, leased, or used by the Company. Construction job sites for which the Company has responsibility as either general contractor or sub-contractor are included.
- B. Prohibited Items and Substances: Prohibited substances include illegal drugs (including controlled substances, look-alike drugs and designer drugs), alcoholic beverages, and drug paraphernalia in the possession of or being used by an employee on the job. The Company also reserves the right to have a designated company physician determine if a prescription drug or medication produces hazardous effects and may restrict the job duties accordingly.
- C. Intoxication: Intoxication is defined as a Blood Alcohol Level (BAL) of .08 and greater.
- D. Use of Prescription or over-the-counter substances which caution impairment, must be presented to the HR Manager. A Doctor's note must be submitted releasing the employee to perform his/her regular duties. Appropriate steps may be taken to accommodate certain job functions for the period of possible impairment

BLTI also recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, BLTI has established the following guidelines with regard to use, possession or sale of alcohol or drugs:

- * BLTI will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.
- * The manufacture, possession, use, distribution, sale, purchase, or transfer of, or being under the influence of, alcohol or illegal drugs is strictly prohibited while on BLTI premises or while performing company business. Holiday gifts of alcohol, which are given or received by employees, but are not opened or consumed on company premises, although not encouraged, would not be considered a violation of this policy.
- * Employees are NOT permitted to work while under the influence of illegal drugs or alcohol. Use of prescription and over the counter medicines that caution impairment may not be allowed for work in certain areas or job duties. When taking any medicines such as indicated above, you are REQUIRED to notify the HR Manager. This information is kept confidential and may only be shared with a supervisor when a job function may need adjustment. You will also be required to submit a doctor's note releasing the employee to perform their regular duties. Individuals who appear to be unfit for duty may be subject to a medical evaluation, which may include drug or alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including discharge.
- * BLTI does not condone illegal drug use at any time. Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public or company facilities, or where such usage could jeopardize the security of company finances or business records, or where such usage adversely affects customers' or the public's trust in the ability of the company to carry out its responsibilities, will not be tolerated. Employees who are involved in or suspected of involvement in off-the-job drug activity will be considered in violation of this policy.
- * Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to their manager through their personal physician. A doctor's note may be required. Should a drug test reveal a positive results, you will be required to submit a doctor's authorization before conducting certain job duties. This may result in disciplinary action up to and including discharge.
- * Following an accident or incident in which any of the following occur: Injury requiring medical treatment, violation of safety rules, equipment damage, or performance of careless acts. All individuals involved in any way in the accident may be required to undergo testing.

Enforcement and Penalties: Employees will be requested to execute a consent form prior to submitting to a urine drug screen or blood sampling. Any employee who refuses to submit to a search, and urine drug screen/blood sampling, or is found to be in possession of prohibited items and substances may not be allowed on Company premises, or if present may be removed and not allowed to return.

Illegal substances, drugs, and other prohibited items discovered through searches and inspections may result in the proper law enforcement authorities being advised.

Any employee arrested, indicted, or convicted of an alcohol or drug related offense must report such arrest, indictment, or conviction to Human Resources within five (5) days of occurrence. Failure to report may result in disciplinary action up to and including termination of employment.

The Company recognizes that alcoholism, drug dependence and related medical/behavioral conditions are highly complex illnesses which under most circumstances can be successfully treated. The Company encourages employees to seek appropriate counseling and/or treatment, and makes available an Employee Assistance Program (EAP) which offers confidential counseling.

Responsibility for Enforcement: Deborah Lee, President, has overall responsibility for policy enforcement. The HR Manager is program coordinator. However, each supervisor of BL Technology shares responsibility for day-to-day implementation. Supervisors are required to contact the HR Manager prior to the conduct of a search or inspection. Both the employee's immediate supervisor and HR must be contacted before any disciplinary action is taken against an employee. Deborah Lee, will be the designated back-up contact person if the HR Manager cannot be reached.

Searches and Inspections: The Company reserves the right, at all times, to search and inspect Company premises. Such searches and inspections may include having Company supervisors or other authorized personnel conduct searches and inspections of employees and their baggage, desks, tool boxes, clothing, and vehicles located on Company premises for purposes of determining if employees are in possession, use, transportation or concealment of any of the prohibited items and substances defined in this policy. A supervisor has the right to conduct an "on the spot" search and inspection of employees and their personal effects if the supervisor has a "reasonable suspicion" that an employee is in direct violation of any part of this policy.

Company Property: Entry onto Company premises constitutes consent to the right of the Company and its authorized representatives to conduct searches and inspections of employee personal effects, vehicles, toolboxes, desks, clothing and any other property of the employee.

A search and inspection as defined in this policy may also require an employee to submit to a urine drug/alcohol screen test or blood test.

Nothing in this policy is construed to prohibit the corporation from its responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs or both.

Consent to Testing

Depending on the employee's job description and the type of work he/she does, an employee may have one or all of the following tests: DOT, Non-Dot, approved in-house tests. All employees are Drug and alcohol screened prior to employment, post-accident, as well as random yearly tests. An employee must sign a consent form each time a test is administered.

Customer Premises

On customer or job related property, at any time, a customer may mandate employee searches, inspections, and random testing. Depending on the customer policies, you may be given an addendum to our policy or their policy manual prior to working on a customer site. Customers/Clients may have the authority to conduct unannounced searches and random testing. Customers may also mandate additional requirements such as DOT & Non-DOT testing, searches, records of past testing. BLTI enforces these policies & procedures and employees will abide by this information or be removed from the job site.

OTHER

Weapons

It is the policy of BL Technology, Inc. that no guns and/or weapons of any kind are allowed on the Company premises or in any location in which the employee represents the Company for business purposes. Weapons include guns/firearms, knives, explosives, ammunition or any other object generally considered to be a weapon and whose purpose is to cause harm to another person. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

**BL TECHNOLOGY, INC.
EMPLOYEE ASSISTANCE PROGRAM**

PHILOSOPHY

BL Technology allows an Employee Assistance Program (EAP) to provide counseling and referral services at the employee's expense. The program is available to all BL Technology employees. BL Technology recognizes the need to handle employee drug and alcohol problems that are affecting job performance. Referral to an EAP, in many cases, allows the employee to effectively deal with a problem while improving or maintaining work performance. BL Technology also benefits by having a lower turnover rate and by retaining valued employees should they be successful through the assistance program.

HOW THE EAP WORKS

Confidentiality is one of the most important aspects of the program. Employees can be self-referred or the Company may refer them to the EAP. In extreme situations, the solving of a problem through the EAP may be the last chance for an employee prior to termination. Any information exchanged between EAP and BL Technology personnel is done only with the consent of the employee.

SERVICES

An Employee Assistance Program is staffed by an outside service provider. The program provides referral or short-term counseling to employees. Depending on the problem, employees may be referred to a variety of sources for additional counseling or treatment. Most times the employee will be solely liable for the expenses and, in such case, you will be informed before they occur. Asking for assistance does not mean that you will be obligated to accept or continue it.

WHO TO CONTACT

For confidential help contact: Deborah Lee, President.
Karen Fishbeck, HR: Program Coordinator

RETURN TO WORK POLICY

Employees who have received a positive Drug or Alcohol result will be allowed to participate in the EAP. During this time the employee will be subject to random testing at their expense. Human Resources will note on employee personnel file, the employee may only work on specific work sites only when eligible. Employee's supervisor will be notified of such. Employee will also be informed of these restrictions and if not followed, will lead to immediate termination. Customer Specific requirements will be reviewed and enforced.

POST ACCIDENT DRUG TESTING

BL Technology has implemented a post-accident drug-testing program. This section will provide you with information about the detailed procedures that must be followed in implementing this program.

The role of the BL Technology supervisor in the field will be to make sure that a consent form is signed and medical clinic personnel conduct a test, when appropriate. BL Technology personnel will not be responsible for actually taking urine or blood samples. Testing of injured employees will be mandatory in case of accidents involving the following:

1. Falls requiring treatment at a medical facility
2. Lacerations requiring sutures
3. Fractures
4. Extensive equipment damage
5. Fatalities

The specific steps to be followed when an accident meeting one of the above criteria occurs are outlined in the attachment to this memo. A copy of the consent form to be signed by the employee taking the test is also attached.

We look forward to working together in order to make testing a positive tool directed toward reducing accidents and serious injuries.

POST-ACCIDENT DRUG TESTING
STEPS TO BE TAKEN AFTER AN ACCIDENT

1. Provide first aid as required and transport/arrange for transport of the injured employee to a designated clinic. A consent form must be either signed or taken to the clinic to be signed.
2. Notify clinic personnel that a drug test should be conducted on the injured employee. Refer to the procedure previously provided to them by BL Technology and to the fact that blood and urine samples should be taken.
3. The employee must sign a consent form before testing is done. If the employee refuses, note his/her refusal on the form and sign the note. Note the name(s) of individuals who witnessed the refusal (clinic personnel, other employees, etc.). A test will not be conducted if a consent form is not signed. However, the employee may be subject to disciplinary action up to and including termination.
4. Have the clinic call Human Resources to notify her that urine and blood samples have been ordered. They will arrange for samples to be transported to our testing lab. If Human Resources is not available, contact is to be made with The President or The Controller.
5. Complete a "Report of Accident" form in accordance with BL Technology policy, noting that a drug test was/was not conducted.
6. Send a copy of the consent form and "Report of Accident" form to HR at our office at 1730 S. Cherry Street, Tomball, TX 77375.

INFORMED CONSENT AND RELEASE OF LIABILITY

I UNDERSTAND that according to BL Technology policy, I am required to submit samples of my blood and urine for chemical analysis. I understand that qualified laboratory personnel will conduct this analysis.

THE PURPOSE of this analysis is to determine or rule out the presence of non-prescribed or prohibited dangerous controlled substances.

I CONSENT freely and voluntarily to this request for specimens. I hereby and herewith release BL Technology and its designated hospital/laboratory, their employees, agents and contractors from any liability whatsoever arising from this request to furnish samples, the testing of samples, and decisions made concerning my employment or continued employment based upon the results of the analysis.

I UNDERSTAND a documented chain of specimen custody exists to ensure the identity and integrity of my sample throughout the collection and testing process.

Applicant/Employee

Witness

Date

BL TECHNOLOGY, INC.
DRUGS, ALCOHOL AND OTHER RELATED SUBSTANCE

Key Points to Emphasize

1. The primary reason that BL Technology has a drug and alcohol program is to protect the health and safety of all BL Technology employees. Employees working while under the influence of drugs and alcohol create unsafe conditions.
2. BL Technology's basic policy is very simple: Drugs and alcohol and individuals under the influence of drugs and alcohol are not permitted on BL Technology job sites or in BL Technology facilities.
3. BL Technology's program emphasizes providing help to employees who have drug and alcohol problems. However, employees refusing help or refusing to deal with their problem will be subject to disciplinary action up to and including termination of employment.

Other Points

1. It is the supervisor's job to focus on performance and productivity. Drug and alcohol use is one of many things (lack of knowledge, illness, etc.) that get in the way of an employee performing up to BL Technology standards. Performance problems must be corrected as they occur. If the supervisor believes drugs and/or alcohol are contributing to a performance problem, they should make the employee aware that help is available. The supervisor should not accuse the employee.
2. Any supervisor who has an employee that he believes to have a drug or alcohol related problem should immediately contact Human Resources.
3. No BL Technology employee is to be fired due to drug and alcohol use without first being counseled and offered assistance. An employee may, however, be sent/taken home if he is unable to work due to his condition. Never simply send an employee home. Always offer a ride or other transportation, and have other employees as witnesses if an employee under the influence of alcohol or drugs refuses a ride or other transportation.
4. BL Technology makes drug and alcohol counseling available to all employees through our Employee Assistance Program.
5. Drug and alcohol testing is mandatory after serious accidents.

BL TECHNOLOGY DRUG AND ALCOHOL PROGRAM
BASIC RULES

1. A "Drug and Alcohol Program Contact Form" **must** be filled out and sent to HR or Deborah Lee each time a telephone call contact, counseling session, discussion with a supervisor, or other contact involving drugs or alcohol occurs. **There are no exceptions.**
2. No employee is to be terminated as a result of a drug or alcohol problem without the specific prior consent of The HR Manager.
3. A **consent form** must **always** be signed by the employee to be tested before a drug test is given.
4. The HR Manager will be informed of all testing requirements.
5. **Confidentiality** is absolutely critical. Karen Fishbeck, HR, as program coordinator, is the only person who must know about every case. Feeding information back to supervisors and others on **any** basis except an absolute **need-to-know basis** is unacceptable.
6. A Supervisor's Job is supervision -- not diagnostics. Attempting to label an employee's problem is not your responsibility -- documenting and discussing deficient job performance is.
7. No employee may switch or alter a blood, urine or any other sample to be tested. This would be a violation of this policy and may result in immediate termination.

BL TECHNOLOGY, INC
DRUG AND ALCOHOL PROGRAM CONTACT FORM

Employee Name: _____ Contact Date: _____

Assignment: _____ Employee I.D.: _____

Purpose of Contact: _____

Follow-Up: _____

Signed: _____

ACKNOWLEDGEMENT FORM
DRUGS, ALCOHOL AND OTHER RELATED SUBSTANCES.

I have received and read the BL Technology Drug & Alcohol Company Policy on the subject of drugs, alcohol and other related substances. I understand that disciplinary action, up to and including termination, will result if I violate this Policy.

NAME: _____
Print or Type

SIGNATURE: _____

DATE: _____

Return to: Human Resources
BL Technology Inc.
1730 S. Cherry Street
Tomball, TX 77375

Consent and authorization for disclosure to clients of BL Technology, Inc. of alcohol and drug test results and related information

I hereby consent to disclosure by BL Technology, Inc. and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of BL Technology, Inc. and its authorized agents, assigns, or representatives.

NAME: _____
Print or Type

SIGNATURE: _____

DATE: _____

BL TECHNOLOGY, INC
DRUG/ALCOHOL TEST CONSENT FORM

Employee Name: _____ Date: _____

Assignment: _____ Employee I.D.: _____

Purpose of Test: _____

Signed: _____

Witness: _____

BL Technology Representative: _____