



Quenching Hawaii's Thirst Since 1948

DRUG-FREE WORKPLACE

To ensure the highest quality of service to our customers and create a safe, productive and healthy workplace, the Company strictly prohibits any employee from being under the influence of alcohol, drugs or controlled substances while on duty. This Drug-Free Workplace policy applies to all employees. As a condition of employment, employees are prohibited from:

- Using without authorization, or being under the influence of, any substances that could impair performance, including alcohol, legal drugs, illegal drugs, and unauthorized substances ("covered substances");
- Unlawfully manufacturing, distributing, dispensing, possessing, or offering, any covered substances; and
- Engaging in the unauthorized sales or attempted sale, purchase or transfer of, illegal drugs or unauthorized substances while on company premises, or in company vehicles or equipment or while performing job duties.

Covered Substances Means:

- Legal Drugs including alcohol, medications prescribed by a physician and over the counter medications.
- Illegal Drugs including those controlled substances under federal and/or state law (including Chapter 329, Hawaii Revised Statutes) that are not authorized for sale, possession or use, and legal drugs that are obtained or distributed illegally.
- Unauthorized Substances, including any substance that is intentionally used to cause impairment of physical and/or mental functioning.

You must report to your supervisor or manager if you are taking medication, prescription or non-prescription that could adversely affect your ability to perform your job duties. The failure to report the use of such medication is a violation of this policy.

Alcohol and Drug Rehabilitation: Paradise Beverages may accommodate and assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner.

Employees who voluntarily disclose a problem with alcohol or drugs prior to violating the Company's drug and alcohol testing policy, and who decide to enroll in a Company-approved rehabilitation program, will be given a one-time opportunity to participate in the program, unless it would result in an undue hardship to the Company to provide the time off. This leave of absence will be unpaid, although the employee may use any accrued sick leave or vacation benefits while on leave. Additional benefits will not be earned during the leave of absence. The Company will also make every reasonable effort to keep an employee's participation in a rehabilitation program confidential.

Upon successful completion of the rehabilitation program and the successful completion of a return to duty drug test, the employee will be reinstated to his or her position. The employee may be subject to periodic drug testing after returning to employment to ensure that the employee remains rehabilitated.



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DRUG AND ALCOHOL TESTING

Drug and alcohol testing is conducted under the following circumstances:

- **Pre-Employment:** All applicants must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable Suspicion Testing:** All employees are subject to drug and/or alcohol testing if there is reasonable suspicion, based on observable behavior that the employee may be under the influence of any covered substance.
- **Post-Accident Testing:** All employees are subject to drug and alcohol testing when they are involved with in job-related accident, in which (1) the employee or other persons receive treatment in a medical facility, or (2) the accident causes significant property damage. NOTE: employees who unjustifiably delay the reporting of an accident that may have been subject to drug or alcohol drug testing are subject to disciplinary action up to and including discharge.
- **Return to duty and periodic testing:** Employees who successfully complete a rehabilitation program in accordance with the Company's Alcohol and Drug Rehabilitation Policy may be required to submit to return to duty and/or periodic testing.

Testing Procedures

Urine specimens will be collected at sites selected and monitored by the Company. A licensed lab technician will perform all drug and alcohol tests. Test results will be reported to the Human Resources Department in a confidential manner. Testing will include test for detection of the following substances:

- Alcohol
- Marijuana
- Cocaine
- Amphetamine/Methamphetamine
- Opiates-Codeine/Morphine
- PCP (Phencyclidine)

Tests may be augmented as needed.

Obligation to Submit to Testing

All employees are required to submit to drug and/or alcohol testing in the circumstances defined above. A refusal to submit to a test under these circumstances is grounds for discipline up to and including discharge. Refusal to submit to a test includes:

- Refusal to sign a consent form
- Failure to remain readily available for testing after an accident
- Conduct that obstructs the collection process
- Providing false information about a urine specimen and/or attempting to contaminate or adulterate a urine specimen

Employees who violate this Drug-Free Workplace Policy, including but not limited to employees who test positive for alcohol or drugs, are subject to disciplinary action, up to and including termination. In addition, law enforcement authorities may be notified where circumstances warrant.