



## Pruitt Production Services, Inc

5400 Hwy 290 East Giddings, TX 78942 979-542-5104

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Revision No.	0
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### Drug, Alcohol and Contraband Policy

Preparation: Human Resource Director    Authority: President    Issuing Dept: Human Resources

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#### Introduction

Pruitt Production Services, Inc. (the "Company") is committed to maintaining a workplace free of drugs, alcohol, and contraband to ensure the safety and well-being of employees, customers, and the public. This policy complies with federal and state laws, including the Drug-Free Workplace Act and Texas Department of Transportation (DOT) regulations, where applicable.

#### Zero Tolerance Policy

The Company enforces a **Zero Tolerance Policy** regarding violations of this Drug, Alcohol, and Contraband Policy. Employees found to be in violation of the following will be subject to immediate disciplinary action, up to and including termination:

1. **Drug and Alcohol Use:** Any use, possession, sale, distribution, or being under the influence of illegal drugs or alcohol during work hours, on Company premises, or while operating Company equipment or vehicles.
2. **Contraband:** Possession of unauthorized weapons, explosives, or other illegal or dangerous items on Company property or vehicles.
3. **Testing Refusal:** Failure to comply with drug or alcohol testing requirements, including pre-employment, random, post-incident, or reasonable suspicion testing.
4. **Criminal Convictions:** Failure to notify the Company of a drug or alcohol-related conviction within five (5) days of the event.

The Zero Tolerance Policy underscores the Company's commitment to a safe and productive work environment. Violations will result in immediate removal from the workplace and, depending on the severity, termination of employment.

#### Prohibitions

Employees are strictly prohibited from:

1. Possessing, using, distributing, manufacturing, or selling illegal drugs, alcohol, or contraband on Company property, in Company vehicles, or while conducting Company business.
2. Reporting to work or operating Company vehicles under the influence of drugs, alcohol, or any impairing substance.
3. Refusing required drug or alcohol testing.
4. Failing to notify the Company of any criminal drug or alcohol-related conviction within five (5) days.

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## Compliance with Texas DOT Laws

The Company ensures strict adherence to Texas DOT and Federal Motor Carrier Safety Administration (FMCSA) regulations, including:

1. **Mandatory Drug and Alcohol Testing** for all safety-sensitive positions:
  - o Pre-employment testing.
  - o Random testing.
  - o Post-accident testing for any incident involving injury, vehicle towing, or regulatory violations.
  - o Reasonable suspicion testing when impairment is suspected.
  - o Return-to-duty and follow-up testing.
2. A **0.04% Blood Alcohol Content (BAC)** limit for safety-sensitive employees and **prohibition of alcohol consumption within four hours of duty**.
3. Recordkeeping of all testing results and ensuring confidentiality in compliance with DOT guidelines.

## Prescription and Over-the-Counter Medications

Employees using prescription or over-the-counter medications that may impair performance must:

1. Notify their supervisor prior to duty.
2. Provide medical documentation if requested.
3. Abstain from performing safety-sensitive tasks if the medication causes impairment.

## Contraband Policy

Contraband, including unauthorized weapons, explosives, or other illegal items, is strictly prohibited on Company premises or vehicles. Employees found in possession of contraband will face disciplinary action, up to and including termination, and may be reported to law enforcement authorities.

## Drug Awareness Program

The Company provides an ongoing Drug Awareness Program to:

1. Educate employees about the dangers of drug and alcohol use in the workplace.
2. Offer resources for treatment and rehabilitation.
3. Reinforce the Company's zero-tolerance policy.



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#### Authorization to Release Records

As part of the Company's compliance with Texas DOT regulations and other applicable laws, employees are required to authorize the release of drug and alcohol testing records and related information.

1. Employees must sign an **Authorization to Release Records** form permitting the Company, its authorized representatives, or its third-party administrators to:
  - Access drug and alcohol testing records from current and previous employers, testing facilities, and medical professionals.
  - Share records with DOT agencies, law enforcement, and other required parties in compliance with legal obligations.
2. Employees who refuse to authorize the release of records may be deemed ineligible for employment or continued service in safety-sensitive roles.

#### Confidentiality of Records

The Company recognizes the importance of maintaining the confidentiality of all employee records, including drug and alcohol testing results and related information.

1. Access to records will be limited to authorized personnel, including:
  - The employee.
  - Supervisors or managers with a legitimate need to know.
  - Third-party administrators, legal counsel, or regulatory agencies as required by law.
2. Records will be stored securely and separately from regular employee files to ensure confidentiality.
3. The Company will not disclose testing records or results to any third party without the employee's written consent, except when required by law or regulatory compliance.

#### Disciplinary Actions

Violations of this policy will result in disciplinary action, up to and including termination.

Possible actions include:

1. Immediate suspension without pay for first violations.
2. Termination for second violations or refusal to comply with testing requirements.
3. Referral to a treatment program for eligible employees.

#### Employee Acknowledgment

*All employees must sign an acknowledgment of this policy and agree to abide by its terms. Failure to do so may result in denial of employment or disciplinary action.*